



Community Development Department  
Attn: Demo Program Manager  
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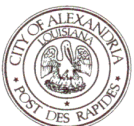
# CmDv RFP for Demolition Services (by Work Order) Bid Packet

BIDS DUE BY:  
**April 24, 2020**  
9:00 A.M.

## **CmDv #1915 – DEMOLITION WORK ORDER PRICING**

This request for proposal packet shall consist of:

Attachment #1	Submittal Conditions
Attachment #2	General Conditions
Attachment #3	Scopes of Work and Specifications
Attachment #4	Definitions
Attachment #5	Contractor's Bid Proposal Price Sheet - Itemize price for each scope of work - Complete, sign, return in sealed Bid Proposal packet



Jeffery W. Hall  
Mayor



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## CmDv RFP Demolition Services (by Work Order) Bid Packet Submittal Conditions

**BID SUBMITTAL DEADLINE / BID OPENING: 9:00 am on Friday, April 24, 2020**

**MANDATORY PRE-BID CONFERENCE: 2:00 PM on Monday, April 13, 2020**

ATTENTION: *Qualified Contractors*

The City of Alexandria's *Community Development* (CmDv) Department is soliciting bids for the purpose of entering into a *Demolition Services Contract by Work Order* to demolish abandoned, residential and commercial buildings. Submittal conditions shall be:

1. A *Mandatory Pre-Bid Conference* will be held at the date and time shown above on the second floor at 625 Murray Street, Alexandria, LA in the Planning Division Conference Room. Any bidders wishing to submit a bid shall be required to attend the Pre-Bid Conference.
2. All SEALED BID PROPOSALS must be delivered to the address in the letterhead above by the deadline specified and must bear your *Community Development Qualified Contractor Registration ID#* on the OUTSIDE FRONT of the envelope. Packages without this information will be considered non-responsive, will not be opened and will be immediately rejected.
3. No email, faxed or call-in bids will be accepted.
4. Any bid submitted must be on the Bid Proposal Price sheet(s) (Attachment #4) and signed by the Contractor or authorized party or will be considered non-responsive and will be rejected.
5. The following information is required on EACH bid proposal sheet submitted: Company Name, Date, Street Address, Mailing Address, Telephone Number, DUNS Number and Contractor Authorized Signature. Any proposal without this information will be considered non-responsive and will be immediately rejected.
6. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212.A.1.c.i.
7. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.
8. Bidders are responsible for reading all parts of the *CmDv Demolition Services by Work Order Bid Packet*. The terms applicable to the bid award and contract are defined in this entire packet and may affect bid proposal pricing.
9. Contractors shall be responsible to verify if any *Addendums* have been posted to the original bid specification and factor pricing accordingly. Any questions must be submitted as defined in *Addendums*.

We appreciate your interest in working with Community Development on this federally funded program to improve the property standards within our community!



Jeffery W. Hall  
Mayor



## CmDv RFP Demolition Services by Work Order Bid Packet General Conditions

The City of Alexandria's *Community Development Department (CmDv)* is soliciting proposals from qualified bidders to provide a list of authorized Demolition Contractor(s) to provide wet demolition services based on a unit price work order system within the City limits of Alexandria, Louisiana, in accordance with the terms, conditions, and specifications contained in the entire *CmDv Demolition Services by Work Order Bid Packet*. These services include and incorporate the wet demolition and disposal of residential and/or commercial structures.

1. All words within the entire *CmDv Demolition Services by Work Order Bid Packet* that are shown in *italics* are defined in Attachment #4. The definitions shall be reviewed by the Contractor for more information and understanding of the intent of the word and/or phrase. These definitions are specific only to this particular bid packet.
2. The City has solicited individual Demolition Services from several local Contractors over the last few years. This new rotating *Work Order* list is proposed to keep the work distributed to all authorized Contractors who are willing to perform the work for a set unit price amount. The proposed rotating *Work Order* list is also intended as a way to expedite the process of actual demolition services.
  - a. It is the intent of the City to enter an annual term contract with a minimum of three (3) qualified Contractors, however, if less than three (3) Contractors are willing to perform the work for the same amount as the low responsive, responsible bidder, the City may end up with less.
3. *CmDv* has a varying, limited amount of funds, approximately \$180,000, to spend annually on demolition services. All properly submitted sealed bids will be opened and the lowest *responsive, responsible bidder* will be identified for the award. Any other Contractors who participated in the RFP process will be offered the opportunity to be added to a rotating list of Contractors, if they are agreeable to perform the work for the same unit prices as the low bidder.
  - a. The City will enter into a *Demolition Services Contract* agreement with Contractors for one (1) year with the opportunity to extend for up to two (2) additional years.
  - b. The City reserves the right to consider a price adjustment, escalation/de-escalation, on the anniversary date of the contract and shall be substantiated in writing with wage/labor rates, consumer price index, etc. This shall not be construed in any way to increase the Contractor's margin of profit. The written request for price adjustment must be submitted at least sixty (60) days prior to the anniversary date of the contract renewal. The City reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the City.
  - c. The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase the same or like services from other sources the City deems necessary and appropriate.
  - d. In the event that funds are not appropriated by the City, City Council, *HUD* or other funding source for any term of the contract or extension or portion of any term of the contract, the contract shall terminate without notice at the end of the fiscal period.
4. When the need for a building demolition arises, *CmDv* will select which structure(s) is to be demolished and one *Work Order assignment* per address shall be sent to the first (or next) Contractor on the rotating *Work Order* list. That Contractor will have twenty-four hours (24) from time of notice to have a *Work Order first right of refusal* and may elect to accept or reject / pass on the *assignment* opportunity to demolish the structure due to timing constraints or other reason. At that point, the next Contractor on the list will be sent the *Work Order assignment* until a Contractor accepts the *Work Order assignment*. See Attachment #4 for information.



- a. In cases of proximity, *CmDv* reserves the right to add more than one (1) property to a *Work Order assignment* in effort to offset mobilization and demobilization costs or improve response time.
  - b. *CmDv* also reserves the right to bid specific demolition addresses / projects out separately, outside of this RFP, if deemed to be in the City's best interest.
5. The unit pricing will provide for *Emergency Razed Orders* where demolition activities are to be performed within an emergency or expedited time frame than normal *Work Order assignments*. Emergency and expedited time frames will have a separate price that will be added to the basic demolition services. See Attachment #4 for information. See Attachment #5 for price proposal sheet.
6. *Payment* for each *Work Order* may be paid with either City general funds or *HUD* federal funds based on the availability of money each fiscal year. The *Bid Tabulation Notification Sheet* shall identify the funding source for each project awarded, however, this is subject to change during the course of the project with no impact to the Contractor.
7. Any Contractor interested in bidding on *Demolition Services by Work Order* RFP, must hold an active *CmDv Qualified Contractor Registration*. This includes application, required licenses, required insurances, and required documentation acknowledgements. See Attachment #4 for information.
8. It is the bidder's responsibility to review and evaluate all the work to be performed, in accordance with the entire *CmDv Demolition Services by Work Order Bid Packet* and attend the *Mandatory Pre-Bid Conference*, before submitting a bid. Any oversight on the bidder's part shall not exempt them from the terms of the specifications and/or contract.
  - a. If applicable, an *Addendum(s)* may be posted to inform Contractors of response to the *Mandatory Pre-Bid Conference*, and/or additional questions, clarifications and/or changes to the published *CmDv Demolition Services by Work Order Bid Packet* outside of the *Mandatory Pre-Bid Conference*.
9. Bid proposals must be submitted on the Bid Proposal Price Sheet (Attachment #5) provided. Proposals are subject to all conditions listed in Submittal Conditions (Attachment #1). All bid prices shall include any and all material, labor, wetting, equipment, disposal, tax, freight charges, etc.
10. Participating bid Contractors can expect to receive a copy of the *Bid Tabulations Sheet Notification*, via email, within fifteen (15) business days after bid opening to identify the awarded bidder. The notice shall also include a contract signing date for awarded Contractors.
11. The City reserves the right to accept or reject any and/or all proposals for any and/or all services covered in this bid request and to waive informalities or defects in bid, to negotiate with all qualified bidders, or to cancel in part or in its entirety this proposal as it deems in the best interest of the City.
12. Pursuant to LA R.S. 38:2212.A.1.b, the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
13. In case of a mathematical discrepancy between individual unit price and extensions, such as the group/bundle total, the individual unit price shall supersede the incorrect group/bundle price.
14. All erasures or corrections on the bid form must be initialed by the Contractor and the City of Alexandria may rely on the apparent authority represented by the initials.
15. Pursuant to LA R.S. 38:2212.1C.2, any manufacturer's preference provided is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type and grade unless otherwise specified.

16. Whenever quantities or usages are provided by work descriptions, these quantities are estimates only. No guarantee or warranty is given or implied by the City of Alexandria as to the total amount that may or may not be required to complete the work. These estimated numbers shall be used to calculate total bid price for lowest bid award.
17. Contractor shall furnish all labor, materials, and equipment necessary to accomplish all of the work required by the entire *CmDv Demolition Services by Work Order Bid Packet*. Labor shall be performed by skilled, competent craftsmen.
18. The City Inspector shall have the right to have personnel removed from the job who are not performing their services in a workmanlike manner, violating the terms of the bid packet, laws and/or City ordinances.
19. Contractor agrees to provide a drug free workplace which prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Contractor or any of their workers or subcontractors will be prohibited from smoking inside an occupied residence.
20. The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the demolition of the buildings, as well as abatement and disposal of materials, and shall defend, indemnify, and hold harmless, the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation. Contractor is responsible to account for these conditions in the bid proposal price submitted.
21. The Contractor shall protect and defend, at Contractor's expense, and indemnify and hold harmless, the City and its representatives, officers, agents, and employees from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensees of Contractor.
22. Contractors shall submit their lowest responsible, responsive unit price for each item defined on the Bid Proposal Price Sheet. A *Bid Tabulation Sheet* shall be provided to all participating bidders.
  - a. The final *Work Order* pricing shall be based on the lowest responsible, responsive bid amount of all fictitious quantities and unit prices submitted. The low bidder final unit pricing will be sent to all Contractors who submitted a bid. If the Contractor is willing to perform the work for the price listed, the Contractor will be added to the rotation list and enter into a *Demolition Services Contract* with the City. If the Contractor is not willing to perform the work for the price listed, the Contractor will not receive any additional notices for work to be performed under this RFP.
23. All final pricing accepted in the *Work Order* rotation list must be honored by all participating Contractors for twelve (12) consecutive months after acceptance. This is to provide a pool of alternate Contractors to perform the work without setting another bid event and to provide services in a faster time frame.
24. The Contractor may elect to request a *Bid Withdrawal*.
25. A written *Demolition Services Contract*, for all participating Contractors, shall be executed within forty-five (45) calendar days from the date of bid opening.
26. All *new Contractors* accepting a *Work Order* rotation award for the first time through *CmDv* will be required to successfully complete a minimum of two (2) projects or more prior to being assigned additional *Work Order Assignments*.
27. A *contract termination* may occur for various reasons. The City may also take action to *debar* an awarded Contractor for various reasons.
28. Once a Contractor receives a *Work Order assignment*, the *CDA Demolition Permit* shall serve as the Notice to Proceed. The Contractor shall procure all permits and licenses under federal, state and local laws, pay all charges and fees.

29. As a condition of the *CDA Demolition Permit*, *inspections* shall be required. The City of Alexandria reserves the right to inspect any and all permits, licenses and work at any time prior to or during the construction process.
30. The Contractor shall exercise proper precaution at all times from the protection of persons and property and shall be responsible for all damages to persons for property, either on or off the site, which occur as a result of his prosecution. Codes shall be observed. Contractor shall take additional safety and health measures as deemed reasonably necessary by CmDv. Machinery, equipment, and all hazards shall be managed in accordance with safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.
31. The Contractor, by the execution of the *Demolition Services Contract*, shall in no way be relieved of any obligation under it, due to their failure to receive or examine any form of legal instrument or to visit the site and acquaint themselves with the existing conditions. *CmDv* will be justified in rejecting any claims based on "Conditions", latent or otherwise.
32. The City shall make a one-time *payment* to the Contractor for 100% of each demolition *Work Order assignment* amount due within thirty (30) calendar days of receipt of all requisite documentation.
33. The Contractor and City shall agree that should any dispute arise, a final *dispute resolution*, will be rendered by *CmDv* Administrator.
34. Contractor will be required to retain all records related to work performed under the *Demolition Services Contract* for a period of five (5) years and shall make such records available for inspection, examination, excerpts, and transcriptions to the City, *HUD*, the Comptroller General, or their duly authorized representatives.
35. The Contractor shall be advised that no member or Delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of any possible bid award or to any benefit to arise from the same.
36. The Contractor shall be advised that no member, officer, or employee of the Local Public Body, or its designees or agents, non-member of the governing body of the locality in which the (Program, Project, or Similar) is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the (Program, Project or Similar) during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any Contract or Sub-Contract, or the proceeds thereof, for work to be performed in connection with the (Program, Project, etc).
37. By submitting and signing the Bid Proposal Price Sheet, Attachment #5, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance act of 1974, Title IX of the Education Amendments of 1972, the age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.



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## CmDv RFP Demolition Services by Work Order Bid Packet

### Scope of Work

Specifications: Demolition Services requested for unit pricing to be performed by the Contractor shall include:

1. complete removal and disposal of every building and *appurtenance*, including remaining contents, on the subject property from the property;
2. removal and disposal of any piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of a building and/or other *appurtenance*. This shall not apply to service lines buried more than 12 inches below grade that are not visible;
3. removal and disposal of any steps, concrete or other slabs, in-ground footings, piers, pilings or other foundation supports associated with any structure on the property;
4. removal and disposal of any driveways and/or parking surface areas. Materials may include but not be limited to: wood, gravel, stone, asphalt, and/or concrete. The portion of a driveway apron, within the City right of way that is attached to a sidewalk, may be left to remain in effort to protect the structural integrity of an existing City sidewalk. If a driveway apron must be removed, the apron must be saw-cut to provide a clean edge for demolition or removed to the nearest existing expansion joint;
5. removal and disposal of all debris, including but not limited to demolition debris, trash, garbage, abandoned vehicles, appliances, white goods, or similar materials.
6. Contractor shall be responsible for relocating any tires found on the subject property, from the time of *Work Order assignment*, throughout work and until a passed Demo Final *inspection*, to street side so that the City's Sanitation Department can pick them up and remove them from the property. At no time will the Contractor be responsible for the disposal of the tire debris.
7. removal and disposal of dead trees and/or significant vegetation as identified by the City Inspector with bright colored paint. Trees to be removed shall be saw cut at the tree base as close to the ground surface as possible but no more than a maximum of three (3) feet above grade. Stump grinding is not required. Incidental flower beds and bushes can also be removed to grade level, as needed, in the course of demolition. Contractor shall protect and preserve all viable, non-marked trees / vegetation on the property. Contractor shall maintain and preserve as much existing grassy surface areas as possible during the course of work;
8. removal and disposal of all fencing in the front of the property, parallel with the street, regardless of type of material. Side and/or rear fences, if applicable, shall remain since they are shared with adjacent property owners. Side and/or rear fences shall only be removed if they are identified by the City Inspector with bright colored paint;
9. removal and disposal of propane and/or butane tanks, septic tanks and/or grease traps found above or below ground, identified by the City Inspector with bright colored paint at their location at, above or below grade. This does not apply to any type of underground, commercial petroleum fuel tanks regulated by EPA. Identified tanks shall be pumped out first, removed and then disposed. The Contractor shall also be responsible to walk the entire site to check for bright colored paint marking identifications by the Inspector;



10. removal and disposal of catch basin, drain or other form of surface water collector identified by the City Inspector with bright colored paint at their location at, above or below grade. The Contractor shall also be responsible to walk the entire site to check for bright colored paint marking identifications;
11. providing clean fill dirt material where removal of an item causes a hole and/or depression in the ground and/or in any low spots that may hold water. The Contractor shall bring the entire cleared site to a fine grade, level with the surrounding area. Contractor shall grade barren areas of the lot to ensure overall proper drainage towards the City street, drainage servitude or as directed by the City Inspector. Contractor shall be careful not to cause excess water to drain onto adjacent properties and/or restrict the natural drainage of the site;
12. providing coring, draining and backfilling of any type of pool, the top edge of the pool shall be removed within approximately one (1) foot below ground when backfilling an in-ground swimming pool to ensure that the ring or outline of the pool is not exposed;
13. providing stabilization of the lot with ground cover in barren areas, in the form of seed or sod. Hay or other stabilization methods shall be required for a minimum of 10 feet wide, closest to and parallel with the City street and/or City sidewalk, if the surface area is barren / dirt, to prevent mud from washing into the street until seed or sod can grow;
14. mowing the entire lot upon completion of the demolition work in effort to remove tall grass and weeds and in such a manner to not inhibit future mowing operations;
15. any work not described above but necessary to provide a clean, pervious, unencumbered site.
16. providing physical wetting the demolition activity during the entire process to minimize dust. Equipment, labor, apparatuses, connections and water source to be provided by the Contractor.
  - a. Air monitoring services will be provided by a third party Contractor that is under contract with the City of Alexandria. The Contractor shall be responsible to coordinate that date, time and place with the air monitoring Contractor a minimum of five (5) business days ahead of time and keep them updated on any changes or delays.
  - b. Most *Work Order assignments* under this RFP will qualify for *NESHAP Exemption* and therefore, must comply with exemption regulations.

Criteria: Demolition services to be performed by the Contractor shall include:

1. All demolition services will be initiated by *Work Order assignment*.
  - a. The *Work Order assignment* shall include a final price prepared by the Inspector prior to the start of work.
  - b. The Inspector and assigned Contractor will meet at the site for a *CDA Site Pre-conference Inspection* to discuss the scope of work and final price to be paid. If agreed, the Contractor will sign the Inspection noting the final price to be paid.
    - i. If the Contractor and Inspector do not agree on the price, the Inspector has the authority to adjust the final price onsite if the discrepancy is within 10% of the Inspector's original price.
      1. If the discrepancy is more than 10%, the final determination shall be deferred to the *CmDv* Administrator. The two options shall be:
        - a. The *CmDv* Administrator will review the reasons that the price is requested to be higher than the Inspector's initial price. If deemed appropriate, the *CmDv* Administrator can approve the higher price and make it final price for services at that location; or
        - b. The *CmDv* Administrator can elect to assign the specific location *Work Order* to the next Contractor on the rotation list. If this option is selected, it will be considered that the first assigned Contractor opted for the *Work Order first right of refusal* / rejected / passed on the location assignment. See Attachment #4 for information.



- c. The *Work Order assignment* shall also specify the *abatement method* as to whether or not the location meets NESHAP Exemptions or hazard testing which may require a separate Abatement Contractor to remove hazardous materials prior to demolition. See Attachment #4 for options.
2. *CmDv* has two variations of an *abatement method* plan that has been approved by LDEQ and the City of Alexandria that shall be specified with the *Work Order assignment*. Either *method* must be executed to be in full compliance with all local, state and federal regulations. The two *abatement methods* are:
  - a. *CmDv* shall specify if the structure qualifies to be abated under the *NESHAP Exemption*, 40 CFR §61.141(1995), 60 Fed. Reg. 38725, 38726 (July 28, 1995)(to be codified at 7 CFR. 61.141), and LAC 33:III.51§5151(2019). This *abatement method* requires a:
    - i. A pre-demolition checklist of the following:
      1. Air Quality per LAC 33:III.1305: Use of water for control of dust;
      2. Solid Waste per LAC 33:VII.115: Waste segregation and disposal plan for proper disposition of wastes associated with demolition;
      3. Refrigerant Handling per 40 CFR Part 82, Subpart F: Refrigerant recovery prior to disposal of air conditioning systems.
    - ii. During active demolition of a structure, a minimum of 4 Phase Contrast Microscopy (PCM) ambient air samples shall be collected at the perimeter of the work area.
  - b. In the event the property is non-exempted or does not qualify for *NESHAP Exemption*, then the structure would follow all LESHAP processes and requirements. *CmDv* shall require the property to be fully abated by securing and providing an *Asbestos Testing Survey Reports*, which will be no expense to the Demolition or Abatement Contractor. *CmDv* shall be responsible to contract and hire a separate Abatement Contractor for these services. The completed AAC-2 reports shall be included for each property location and shall include the appropriate AAC-2 form to be completed by the Abatement Contractor. All abatement removal shall be completed prior to the issuance of a demolition *Work Order assignment*.
    - i. It is the Abatement Contractors responsibility to read each report and comply with all Federal, State and local requirements for compliance with hiring, handling, abatement and disposal of hazardous materials and workers exposed to the same.
    - ii. In the event that *Asbestos Testing Survey Reports* are incomplete or inconclusive at the time testing due to the inability to enter the structure in fear of collapse or other acceptable reason, *CmDv* may request the abatement to be performed as *RACM*.
3. *CmDv* has secured the disconnection of all utilities to the structure prior to the issuance of the *CDA Demolition Permit*. All City taps are to remain, unless already removed by the City. The following requests for the disconnection of services through the City's Utility Division were as follows:
  - a. Electric (318-473-1354) – pull meter; cut down and remove overhead (OH) services; underground (UG) services should be disconnected and cut wire at ground level.
  - b. Gas (318-441-6137) – pull meter and riser; shut off at the curb stop and disconnect service from curb stop.
  - c. Water (318-441-6217) – pull meter; shut off at the corporation stop and disconnect service from corporation stop.
  - d. Wastewater (318-441-6247) – no action required.
4. In the event that there is an onsite catch basin, drain or other collection point is identified, *CmDv* shall be responsible to ensure that the collection pit has been detached from any appropriate City Utility service discharges, such as storm water and/or sewer service lines prior to the start of work.
5. Any mobilization and/or demobilization charges are not allowed in the performance of this proposed contract. Contractor shall be responsible to build-in those cost into unit pricing.
6. The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the demolition of the buildings. This shall include air monitoring of site and employees, wetting prior to removal, white goods removal prior to disposition at landfill, etc. This shall also include all regulations for OSHA, NESHAP, LDEQ, HUD,

Clean Air Act, etc.

7. All air monitoring requirements shall be performed by a Louisiana accredited contractor/supervisor and analyzed using PCM in accordance with the National Institute for Occupational Safety and Health's (NIOSH) 7400 Analytical Method by persons with NIOSH 582 equivalent training and proficient per an American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) Program.
  - a. This air monitoring Contractor shall be secured by a separate contract under *CmDv*. *CmDv* will be responsible to pay for the air monitoring services. The Demolition Contractor will be responsible to coordinate start day and time for physical demolition activity.
  - b. Failure of the Demolition Contractor to coordinate schedules for demolition activities for the air monitoring services shall result in the job being shut down immediately and a \$500.00 per day offense penalty to be withheld from the final payment invoice for the Demolition Contractor.
8. In the event that the structure is demolished illegally, without permits or knowledge by *CmDv*, or by fire or natural disaster from the time of *Work Order assignment* to the time of demolition activity, the *Work Order assignment* may be withdrawn by *CmDv* and there shall be no commitment of payment. *CmDv* will make every effort to verify the existence of the structure prior to *assignment*.
9. A CDA Site Preconference *inspection* is required before any work is started but can be at any time after the *Work Order assignment* is given. The price and method shall be finalized by the City Inspector with Contractor, but must be held prior to the issuance of a *CDA Demolition Permit*.
10. No work, abatement or demolition, at any designated site shall begin until the Contractor has received a *CDA Demolition Permit* / Notice to Proceed from the City and the CDA Site Preconference *inspection* has been completed by the Inspector and assigned Contractor.
11. In either method described in #2 above, all demolition debris shall be dumped at a commercial dump facility as required by the classification of the debris. Weigh/dump tickets shall be submitted to *CmDv* with invoices for *payment*, as documentation of legal disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria, *LDEQ* and/or *HUD*.
12. In either method described in #2 above, a Solid Waste Transporter # is required to transport any type of solid waste in the State of Louisiana (LAC 33:VII). This information must also be included on the AAC-2 form, if applicable. This includes demolition debris and asbestos material. Contact *LDEQ* Permit Support Services Divisions, Notifications and Accreditations Section at 225-219-1665 to apply for a SW transporter #.
13. Contractor shall notify the City of the presence of any asbestos, underground petroleum fuel tanks, hazardous type materials and/or other conditions found in the structures and/or on the property that was not marked onsite. This notification may trigger justification for a *change order*. The Contractor shall also be required to handle and abate those materials in accordance with Federal, State and local laws.
14. The Contractor shall provide sufficient manpower so as to perform work safely and expeditiously with all equipment plainly marked with the company name or the rental company name, if applicable.
15. Contractor shall have a qualified foreman on site at all times who is authorized to act on behalf of Contractor and capable of making on-site decisions.
16. Contractor shall maintain safe working conditions by installing, operating, maintaining and protecting the project in a manner that will be safe, non-hazardous, sanitary and protective of persons and property. The Contractor shall provide all necessary barricades, signs and take all necessary precautions to protect buildings, property, personnel and the public.
17. Contractor must execute daily cleaning procedures to ensure that buildings, grounds and public properties are maintained free from accumulations of waste materials and rubbish, and shall promptly remove and dispose of all debris that may be a result of services. Flammable material must be removed from the subject property location daily because storage will not be

permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of the City of Alexandria and the general public.

18. Contractor shall also be responsible to keep all dirt, mud, water, etc out of City streets and off the City sidewalk at all times. In the event the incident does occur, the Contractor shall be responsible to clean the same within two (2) hours.
19. During the demolition process, in the event there is an unauthorized discharge that causes an emergency condition, the discharger shall follow all procedures required in the Louisiana Administrative Code, Title 33, Part I, Subpart 2, Chapter 39 (LAC 33:I Ch39). The Contractor and/or their subcontractors may elect to maintain Pollution and Accidental Spill Coverage.
20. Contractor shall keep all equipment and vehicles out of the City street and off the City sidewalk in effort to maximize the passage of traffic and street parking for neighboring residents. Contractor shall coordinate any traffic needs with the City of Alexandria Traffic Department (318-441-6126) and/or the LaDOTD.
21. Contractor shall be responsible to notify 811 at least 48 hours prior to any digging operations. In cases of emergency or expedited demolition projects, the Contractor shall request urgency and timeline to 811.
22. Any materials and/or equipment left on the site are the responsibility of the Contractor. Any loss of materials or equipment due to theft, vandalism, etc. shall be the total responsibility of the Contractor.
23. Contractor will remove all tools and equipment immediately after the completion of work.
24. Salvage rights belong to Contractor as soon as the *Work Order assignment* is fully executed by both the City and the Contractor. After that time, it is the Contractors discretion to allow the owner or other parties the salvage of any materials left on the property.
25. Any damage caused by Contractor to public or private property shall be remedied by the Contractor, at Contractor's cost to the satisfaction of the City. Notification of CmDv is required. Repairs to public property shall be in accordance with current City standards, for example, cracked or broken curbs or concrete panels, must be saw cut and squared off prior to new concrete installation. Contact the City Engineering Department (318-473-1173) for more details.
26. The Contractor shall notify the City of Alexandria Construction Development Permit Tech at (318) 441-6333 to schedule inspection(s) deemed necessary on the *CDA Demolition Permit*, a minimum of 24 hours in advance.
27. The Contractor shall be responsible to comply with notification and inspection requirements required by *LDEQ*.
28. The Contractor shall indemnify the City of Alexandria and its representatives against all claims arising from injuries to persons or damages to property due to neglect by the contractor.
29. Time is of the essence in the performance of the services of demolition and securing of structures. Failure of the Contractor to perform as described, or not complete all activities as required and provided herein, may result in the assessment of liquidated damages of \$500 per day.



## CmDv RFP Work Order for Demolition Services Bid Packet Definitions

Words and phrases, referenced by *italics*, in this bid packet are defined below for reference.

**ABATEMENT METHOD:** Most properties to be demolished under this RFP will qualify for *NESHAP Exemptions*. However, if it does not, CmDv shall be responsible to test, provide AAC-2 forms and all other work required to contract the abatement services of a licensed Abatement Contractor prior to any demolition work. This will be separate from the demolition *Work Order assignment*.

**ADDENDUM:** a written summary offering clarification and/or changes to the existing, published *CmDv Work Order for Demolition Services Bid Packet*. An *Addendum*, if applicable, may be published after the *Mandatory Pre-Bid Conference*. Also, any questions or clarifications requests from the Contractor outside of the *Mandatory Pre-Bid Conference* must be presented in writing to CmDv a minimum of ten (10) business day prior to the bid opening date.

- a. If applicable, an *Addendum* will be posted, at the same location as the original bid advertisement on the City's website, for clarification to all potential bidders a minimum of four (4) business days before bid opening / on the Monday of the same week of the bid opening.
- b. CmDv will make every attempt to notify Contractor attendees of the *Mandatory Pre-Bid Conference* of any *addendums* that are published, however, it is ultimately the Contractor's responsibility to verify the publication of the same.
- c. Also see definitions for *CmDv Work Order for Demolition Services Bid Packet* and *Mandatory Pre-Bid Conference*.

**APPURTENANCES:** that which belongs to something else; something annexed to another thing more worthy as principal, and incidental to it, such as outbuildings like a shed, carport or garage.

**ASBESTOS CONTAINING MATERIALS (ACM):** asbestos containing materials (ACM) are present that must be properly abated based on the *LDEQ* threshold standards. The current state of these materials may not considered *RACM* and if handled properly, may be removed / abated / treated as such, prior to demolition. The use of a licensed Abatement Contractor is recommended but not required. Any *ACM*, however, does have the potential to become *RACM*, if not handled properly. There are also Categories I and/or II non-friable *ACM*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply.

- a. An AAC-2 (b) form is allowed when greater than 64 square feet of Vinyl Asbestos Tile (VAT) is removed without the intent of making it *RACM*, or when lab analysis of properly sampled materials indicates that no *ACM* is present; that *ACM* present is not *RACM* and will not be made *RACM* by the demolition; or that all *RACM* present is less than established thresholds.

**ASBESTOS TESTING SURVEY REPORT:** According to the National Environmental Standards for Hazardous Air Pollutants (*NESHAP*) and the *LDEQ*, buildings scheduled for demolition by a municipality, may be required to be tested for asbestos by an accredited *LDEQ* Asbestos Testing Inspector. This report provides details related to *ACM* and/or *RACM* present in the structure, along with a recommendation for handling their removal / abatement through an AAC-2 form.

- a. In this bid advertisement, all properties have had an *Asbestos Testing Survey Report* performed by Terracon Consultants, Inc located at 3007 Knight Street, Suite 101, Shreveport, Louisiana 71105. Contact information is 318-868-6849 and/or [www.terracon.com](http://www.terracon.com).



- b. The appropriate AAC-2 form has been prepared for the Contractor, by Terracon, to complete and submit to *LDEQ* and *CmDv*. These provided forms must be used and not substituted with other forms as they contain pertinent information to the *Asbestos Testing Survey Report*, unless the form is found to be in error by the Contractor.
  - i. In the event that an AAC-2(b) form is provided, the Contractor may elect to handle the removal of ACM in a different manner than defined in the attached AAC-2(b) which may cause the need for an AAC-2(a) form instead. The Contractor shall be required to notice *CmDv* of the same prior to the start of work.
- c. A copy of each *Asbestos Testing Survey Report* is attached in Subject Property Identification (Attachment #7).
- d. A copy of the ADVF form issued by *LDEQ* shall be submitted to *CmDv* and required for the issuance of the *CDA Demolition Permit*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide.
- e. All bids submitted shall include all costs associated for the asbestos removal.

**ASSIGNMENT:** See definition for *Work Order Assignment*.

**BID TABULATION SHEET NOTIFICATION:** Notification will be provided to all participating bidders of the lowest responsible, responsive unit prices submitted by each participating bidders. A *Bid Tabulation Sheet* shall be provided to all participating bidders via email within fifteen (15) business days of bid opening. Requests for the *Bid Tabulation Sheet* can be made through a Public Records Request by any other party that did not submit a bid.

**CAUSE:** justified reason. If a Contractor's participation on the rotating *Work Order assignment* list is terminated for "cause" or assignments are withdrawn for "cause", *CmDv* shall provide written notification stating the reasons within thirty (30) calendar days. Contractors who have been cited with reasons for *cause*, may be removed for an "*in good standing status*" and may be *debarred*. Proper allowance shall be made for circumstances beyond the control of the Contractor. *Cause* may be any of the following reasons but not limited to:

- a. Failure to follow procedures / requirements defined in the bid packet and/or *Work Order assignment*;
- b. Failure to secure *CDA Demolition Permit* before starting work;
- c. Failure to properly wet any demolition activity during the act of demolition to reduce dust;
- d. Failure to legally dispose of demolition debris and materials;
- e. Failure to call for inspections as noted on the *CDA Demolition Permit*;
- f. Failure to complete work within the time specified on the *CDA Demolition Permit*;
- g. Failure to complete tasks with good workmanship practices;
- h. Failure to clean and grade the site properly;
- i. Failure to provide required insurances, forms and/or documentation to *CmDv* or *LDEQ*;
- j. Failure to correct complaints / inspection failures within the allocated time period;
- k. Any event that is determined as *cause* for a *Work Order assignment* to be terminated by the City or for bid awards to be withdrawn.

**CDA DEMOLITION PERMIT:** The Contractor shall secure a *CDA Demolition Permit* from *CmDv* for a cost of \$100 per permit, prior to the start of any work, to give notice for the lawful removal of buildings and *appurtenances*. The Contractor shall not begin removal of asbestos or demolition of the structure until a *CDA Demolition Permit* has been secured. The permit fee is due within three (3) business days of the *Work Order assignment*. The permit fee is subject to change with City Council approval. The *CDA Demolition Permit* will be issued for signature after all required paperwork is submitted to and approved by *CmDv* via physical delivery or email. The *CDA Demolition Permit* shall act as the Notice to Proceed. *CDA Demolition Permits* issued by *CmDv* are valid for a maximum of thirty (30) calendar days from the date of issuance. Within that time, all work must be complete and pass all required *inspections*. Submittal requirements for the issuance of a *CDA Demolition Permit* shall be:

- a. Permit fee payment of \$100.00;
- b. Fully executed *Work Order assignment* form with agreed pricing;
- c. Completed AAC-2 forms, as applicable for LESHAP compliance;
- d. Expiration of the ten (10) business day review period of the AAC-2 forms by *LDEQ*, as applicable for LESHAP compliance;
- e. ADVF form issued by *LDEQ* if an AAC-2(a) form is required, as applicable for LESHAP compliance;

No rain days or holidays will be allowed to extend the permit expiration date. Any valid requests for permit extensions shall be submitted in writing for consideration / permission from the *CmDv* Administrator. A maximum of up to two (2) thirty day extensions may be authorized, however, the determining factor will be *CmDv*'s schedule for spending the money and/or completing a project. This would provide the Contractor with up to a total of ninety (90) calendar days to complete the work and pass required inspections. This request for extension shall not apply to Emergency or Expedited types of work orders.

**CDBG CODE ENFORCEMENT AND DEMOLITION PROGRAM POLICY GUIDELINES:** *CmDv* is required by the City of Alexandria and HUD to establish the guidelines for the Code Enforcement and Demolition Programs that they manage. These guidelines were adopted by City Council via Ordinance to establish a clear and consistent method, expectation and enforcement of how the programs are to be executed from start to finish. This document is a precursor to the *CmDv Work Order for Demolition Services Bid Packet* and the *Work Order Assignment*. An electronic copy of this document shall be provided via email on written request or is available for free download at [www.cityofalexandria.com/community-development](http://www.cityofalexandria.com/community-development).

**CERTIFICATE OF COMPLETION:** Legal instrument issued by the City Building Official, or their designee, after all work is completed and all required *inspections* are satisfactorily passed. The *Certificate of Completion* is provided to the Contractor after the inspection and must be issued prior to the request for *payment* by the Contractor.

**CHANGE ORDER:** *Change orders* shall be considered on a case by case basis and will only be considered for unforeseen conditions disclosed during the course of work and which are necessary to complete the defined scope of work. Any *change order* request must be submitted by the Contractor in writing to the *CmDv* Administrator. The *change order* must specify the scope of work to be performed and a price for the same. The City Inspector must deem the requested change permissible and necessary. In the event that *CmDv* initiates the reason for the *change order*, the scope of work will be defined in writing to the Contractor for pricing request.

- a. An example of an allowable *change order* would be in the event that underground fuel storage tanks are identified on the property after *Work Order Assignment* has been awarded. The work required to address these circumstances will alter the current bid specifications, therefore, affecting any related bid price submitted. The work may subsequently require that the existing underground fuel tanks be completely removed or may be allowed to remain undisturbed. This may then require existing concrete above, at and/or below grade level to remain in place and any vent pipes from the tanks may also be required to be cut at grade level and filled with concrete. Caution would be exercised to avoid a spill or leak from the underground tanks.
- b. Other change order examples are underground butane or propane tanks, septic tanks, grease traps, catch basin not identified by the City Inspector with orange paint at their location or noted in the Subject Property Identification (Attachment #7) but found after *Work Order assignment* has been awarded. The work required to address these circumstances will alter the current bid specifications, therefore, affecting any related bid price submitted.
- c. Should the scope of work be altered by a *change order*, whether increased or decreased from the original scope, the dollar amount of the *change order* must be reasonable and substantiated by the Contractor, whether as an additional amount due to the Contractor or as a credit due to the City, along with an itemization of all work hours, equipment, materials and associated expenses. Final payment will be *reflected* accordingly.
- d. The scope of work and/or dollar amount of the *change order* may also be accepted, negotiated, or rejected by *CmDv* Administrator and/or the Contractor. In the event that a *Change Order* is rejected by either party, the *Work Order assignment* may be terminated and the entire scope of work modified and re-assigned to the next Contractor on the rotating list.

**CMDV WORK ORDER FOR DEMOLITION SERVICES BID PACKET:** The bid packet references all documents necessary to compile and define the work to be performed in an advertisement for a request for public bid price submittal. An electronic copy of the *CmDv Work Order for Demolition Services Bid Packet* and/or any *Addendums* can be downloaded at no charge. Visit the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com), under the heading "*Business*", and drop down to "*RFP/RFQ/Bids*". Search for the Bid name and number accordingly.

The entire bid packet shall consist of:

- a. Cover Page;
- b. Submittal Conditions (Attachment #1);

- c. General Conditions (Attachment #2);
- d. Scope of Work (Attachment #3);
- e. Definitions (Attachment #4);
- f. Unit Price Bid Proposal Price Sheet (Attachment #5)

**COMMUNITY DEVELOPMENT DEPARTMENT (CmDv):** A Department under the Community Services Division within the City of Alexandria. It manages HUD projects and funding, as well as City, State and Federal funds, to accomplish project goals as defined in the Consolidated Plan and at the direction of the Administration. Contact information is 319-449-5071 or [cda@cityofalex.com](mailto:cda@cityofalex.com). Typical customer availability office hours are Monday through Friday from 8:am through 4:pm.

**CmDv QUALIFIED CONTRACTOR REGISTRATION:** Any Contractor interested in bidding on demolition services, must be registered with the CmDv and be assigned a Qualified Contractor ID number, a minimum of one (1) business day prior to the bid submittal. The Contractor shall submit a completed application for consideration. The CmDv's Contractor Qualification Registration Application link can be found at [www.cityofalexandria.com/community-development](http://www.cityofalexandria.com/community-development) towards the very bottom of the webpage. Allow a minimum of three (3) business days for CmDv to process the submitted application. Once all paperwork is verified to meet the minimum registration requirements, a Qualified Contractor ID number will be assigned. As part of the application requirements, the Contractor shall:

- a. Hold an active Louisiana State Contractor's license as a Residential Contractor and/or Commercial Contractor. A LSLBC specialty certification in Wrecking and Dismantling is also accepted.
- b. Hold and provide current / active Certificates of Insurance for the following required insurance coverages, which are to remain in force at all times during the contract period. It shall be the Demolition Contractors responsibility to ensure that any subcontractor(s) / Abatement Contractor hired also have the same insurance coverages.
  - i. Commercial General Liability Insurance covering premises-operations, products-completed operations, independent contractors and contractual liability. Minimum combined single limit bodily injury/property damage coverage shall be \$1,000,000. Property Damage liability shall be \$1,000,000 each occurrence.
    - 1. Within five (5) business days after notification of bid award tabulations, the Contractor shall have the City shall be added as an "Additional Insured" with regard to General Liability Insurance and shall provide a current Certificate of Insurance as confirmation of the same. The City shall receive ten (10) day notice of cancellation of any required coverage.
  - ii. Workers' Compensation Insurance pursuant to Louisiana Law.
  - iii. Commercial automotive liability insurance coverage, not less than the minimum State Law requirements, on all vehicles being used on this property in the contract award. The Contractor shall be prohibited from using personal vehicles for the demolition of structures and hauling / removal of debris.
  - iv. The cost of any insurance deductibles shall be borne by the Contractor.
  - v. An Umbrella Policy or excess may be used to meet minimum requirements.
- c. Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).
- d. Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to



Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

- e. Hold a status of “*in good standing*” with *CmDv*, if they have ever worked on *CmDv* projects in the past.
- f. Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government’s SAM’s (System for Award Management) website at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) . Any bidder that is found listed on SAM’s as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.
- g. By *CmDv Qualified Contractor Registration* application submittal, the Contractor is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.
  - i. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv*, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
  - ii. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by *CmDv* for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67) Identity Theft (RS 14:67, 16); Theft of a business record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
  - iii. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the property must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this property.

**CONDEMNATION ORDER:** Property owners are given notice of code and ordinance violations and provided time to remedy the complaint. However, if the owner fails to take action, a list of blighted, dilapidated, abandoned properties is presented to City Council for a public hearing to consider Condemnation. Once the Council votes to take action, a Resolution is adopted and acts as the *Condemnation Order* for *CmDv* to begin the process to demolishing the structure. The City also allows other criteria in the event of an emergency. See definition for *Emergency Razed Order*.

**CONTRACT / DEMOLITION SERVICES CONTRACT:** A written agreement of terms shall be fully executed between the City of Alexandria and the Contractor and shall be binding upon any and all parties. The *Demolition Services Contract* shall be executed within a maximum of forty five (45) calendar days from the date of bid opening. After the contract is signed by the Contractor, the *Demolition Services Contract* must be signed by the Mayor of the City of Alexandria to be considered fully executed and enforceable. Once the *Demolition Services Contract* is fully executed, all terms and conditions of the contract shall be in effect and honored upon any and all parties involved until the contract is satisfied and/or terminated. The contract shall be for one (1) year with the opportunity to extend for up to two (2) additional years.

**CONTRACT TERMINATION:** A *Work Order Assignment* can be terminated for the following reasons. *Contract termination* may also result in the *debarment* of the Contractor.



- a. By mutual agreement and consent of both parties, within fifteen (15) business days written notice. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
- b. By the Mayor, on behalf of the City of Alexandria, for *cause*. Proper allowance shall be made for circumstances beyond the control of the Contractor;
  - i. If the contract is terminated by the City for any of the terms and conditions authorized under these definitions, Contractor shall be formally notified in writing by *CmDv* by means of certified mail, informing them of cancellation of the contract and giving specific reasons for said cancellation within thirty (30) calendar days. This consent agreement may have additional conditions and acknowledgements stipulated at the time of termination for which signature may be required;
  - ii. Contractor shall have the right to appeal a contract termination to the *CmDv* Administrator within ten (10) calendar days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a certified letter addressed to the *CmDv* Administrator, stating that an appeal to the decision of cancellation is desired. The *CmDv* Administrator shall thereafter hold a dispute resolution meeting on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. As necessary, the *CmDv* Administrator may consult with the City's Legal Division, on behalf of the Administration. After hearing the appeal, the *CmDv* Administrator may concur, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its finding.
- c. By satisfactory completion of all services and obligations described in the assignment. This will leave the Contractor "*in good standing*" for participation with *CmDv* projects.

**DEBAR:** The City has the authority to revoke the Contractor's participation working privileges for a period of two (2) calendar years for *cause*. In the event that a Contractor who was ever *debarred* from working with the City, wishes to participate in the *CmDv* bid process again after their debarment period, they will be considered as a *new Contractor*.

**DISPOSAL OF DEMOLITION DEBRIS / LANDFILL:** The Contractor shall be responsible for all labor, material, equipment, vehicles, etc necessary to legally transport and dump all demolition debris at a commercial dump facility.

- a. Weigh / dump tickets shall be submitted to *CmDv* as documentation of legal disposal prior to receiving payment. The only exception is salvageable materials, such as beams, flooring and brick, etc. that the Contractor may want to keep for resale or re-use.
- b. All nonexempt construction or demolition debris, such as asbestos materials, shall be properly disposed of in accordance with the solid waste disposal regulations of the *LDEQ*. Weigh tickets or the Owner's copy of the ADVF shall be submitted to the *CmDv* as documentation of proper disposal prior to receiving payment. This may be subject to an audit by the City of Alexandria, *LDEQ* and/or *HUD*.
- c. If specified, liquefied petroleum gas tanks and systems shall be removed in accordance with rules and regulations of the Liquefied Petroleum Gas Commission, Old State Capitol Building, Baton Rouge, Louisiana.

**DISPUTE RESOLUTION:** The Contractor and City shall agree that should any dispute arise concerning the work performed under the *Work Order Assignment, payment, or warranty*, the parties agree to submit the dispute in writing within ten (10) calendar days to the *CmDv* Administrator. A dispute resolution, in which the determination will be final and without recourse, will be provided in writing within thirty (30) calendar days of receipt of the dispute notice.

**EMERGENCY RAZED ORDER:** City Council has authorized the City's Fire Prevention Chief and the City's Building Official to declare an *Emergency Razed Order* in the event that the structure causes imminent danger to the health, safety and welfare of the neighborhood. The following criteria shall define an emergency and at least two of the three items must apply:

- a. Minimum of 75% structural damage confirmed by City Building Official and/or City Fire Prevention Chief
- b. Imminent danger of collapse
- c. Potential for bodily harm for occupants and adjacent property owners

Once the City Inspector confirms a potential emergency, it will not be deemed an actual emergency until the responsible officials declare the same. The responsible officials shall authorize the issuance and cause to have posted an *Emergency Razed Order* notice on the property immediately, which shall serve as a notice for owners, occupants and adjacent properties as provided in LA RS 33:4765.C(2). The responsible officials shall also declare when demolition activities can begin within a reasonable time after investigations are complete.

*FIRST RIGHT OF REFUSAL:* See definitions for *Work Order First Right of Refusal*.

*HOUSING AND URBAN DEVELOPMENT (HUD):* The federal agency responsible for national policy and programs that address America's housing needs, improve and develop the Nation's communities and enforce fair housing laws. *HUD* provides federal funds to the City of Alexandria in order to execute defined programs.

*IN GOOD STANDING:* The Demolition Contractor must be "*in good standing*" with *CmDv* and the City of Alexandria, if they have ever performed work for the City in the past, in order to participate in the bid process. This means that prior work experiences and contracts have been satisfactorily completed. See *cause* for reasons that may prohibit a Contractor for being "*in good standing*".

*INSPECTIONS:* Each *CDA Demolition Permit* issued shall list the required *inspections* on the second page of the permit specific for that address. A minimum of 2 *inspections* are required by *CmDv*, however, depending on the presence of hazardous materials, there could be a minimum of 3. The Contractor shall notify the City Inspection Call Center at 318-441-6333 to schedule all inspections a minimum of 24 hours in advance of requested time. Typical inspections are:

- a. CDA Site Preconference Inspection – (required) to be scheduled by the Contractor a minimum of one (1) business day before the start of work. This provides both parties with an opportunity to visit to site and discuss the scope of work and the agreed price for the work to be completed. If agreed, the Contractor will sign the Inspection noting the final price to be paid. The Demolition Contractor must be present. This *inspection* can be scheduled at any time after the Work Order Assignment is issued and/or before the *CDA Demolition Permit* is issued but must be before any work is started.
- b. CDA Abatement Inspection – (may be optional, refer to the *CDA Demolition Permit* issued to verify if required) to be scheduled by the Contractor a minimum of two (2) business days before the completion of material abatement removal. This provides the City with assurances that required abatement process is properly performed. This inspection shall be required if the provided *Asbestos Testing Survey Report's* determination shows evidence of any material, whether *ACM* or *RACM*, that must be abated. The Demolition Contractor or the Abatement Contractor must be present. If abatement is required, no demolition activity can begin until after the *CDA Abatement Inspection* is passed. Notification of abatement must be made to *CmDv* before work begins. Please call Construction Development Permit Tech, 24 hours in advance at (318) 441-6333.
- c. Demolition Final Inspection – (required) to be scheduled by the Contractor after the entire scope of work is completed by the Contractor. This provides the City with confirmation that the specifications and criteria for the scope of work has been completed or identifies remaining work to be performed by the Contractor before a *Certificate of Completion* can be issued and/or the Contractor be paid for services. The Demolition Contractor is not required to be present, however, it is preferred.

*LAWS TO BE OBSERVED:* The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the removal of the buildings and appurtenances, and shall indemnify the City and its representatives against any claim or liability arising from violation of any such law, ordinance or regulation. This shall also include all regulations for OSHA, NESHAP, LDEQ, HUD, Clean Air Act, National Institute for Occupational Safety and Health's (NIOSH), American Industrial Hygiene Association (AIHA), etc.

**LOUISIANA DEPARTMENT OF ENVIRONMENT QUALITY (LDEQ):** The responsible entity to manage all environmental concerns of the State. The local LDEQ field office contact is 318-484-2115 or visit their website at [deg.louisiana.gov](http://deg.louisiana.gov).

**MANDATORY PRE-BID CONFERENCE:** A mandatory meeting will be held for all Contractors interested in bidding on the *CmDv Work Order for Demolition Services Bid Packet*. The date and time of the meeting can be found at the top of Attachment #1. The purpose of the meeting is to discuss the scope of work particular to each unit description for bid. A summary of all questions and discussion may be created and distributed to all attendees within five (5) business days after the *Pre-Bid Conference* as an *Addendum*. If a Contractor fails to attend this *Mandatory Pre-Bid Conference*, any bids submitted will be considered non-responsive and will be rejected.

- a. Any questions or clarifications requested by a Contractor outside of the *Pre-Bid Conference* must be submitted as defined in the definition for *Addendum* within this document.

**NEW CONTRACTOR / FIRST TIME AWARD:** All Contractors awarded a bid proposal for the first time through *CmDv* or those previously *debarred*, will be required to successfully complete a minimum of two (2) properties prior to receiving new *Work Order Assignments*, in the event they are assigned multiple addresses. Should *CmDv* determine *cause* against the *new Contractor* on any awarded property, remaining *Bid Tabulation Sheet Notifications* / assignment to that Contractor may be *withdrawn* by *CmDv*. Written notification stating the reasons will be provided to the Contractor within thirty (30) calendar days.

**NESHAP EXEMPTION:** Federal Regulations allow for a structure to be considered for exemption from certain procedures based on 40 CFR §61.141(1995), 60 Fed. Reg. 38725, 38726 (July 28, 1995)(to be codified at 7 CFR. 61.141), and LAC 33:III.51§5151(2019). In order for a structure to be eligible for the exemption, the following criteria is required:

- a. Residential structure with 4 or fewer units;
- b. Entire residence has historically been residential and still is;
- c. Demolition is not associated with a highway construction project, urban renewal or a public project;
- d. There is not more than one residential building being demolished with 660 feet of another;
- e. Residence is not burned intentionally or otherwise.

If the criteria is met, the following procedures will need to be performed during the demolition process. Review *CmDv's Code Enforcement and Demolition Program Policy Guidelines*, Article VIII, for the abatement methods allowed.

- a. Use of continuous saturating water stream to minimize dust during the demolition (Air Quality per LAC 33:III.1305)
- b. Waste segregation and disposal plan for associated disposition (Solid Waste per LAC 33:VII.115)
- c. Refrigerant recovery prior to disposal of air conditioning systems (Refrigerant Handling per 40 CFR Part 82, Subpart F)
- d. Use of a minimum of four (4) Phase Contract Microscopy (PCM) ambient air samples shall be collected at the perimeter of the work area. All air samples shall be collected by a Louisiana accredited contractor/supervisor and analyzed using PCM in accordance with the National Institute for Occupational Safety and Health's (NIOSH) 7400 Analytical Method by persons with NIOSH 582 equivalent training and proficient per an American Industrial Hygiene Association (AIHA) Proficiency Analytical Testing (PAT) Program.
- e. AAC-2 Form will not be required.

**PAYMENT:** The City shall pay the Contractor 100% of the final Work Order Assignment price amount due within thirty (30) calendar days of receipt of all requisite documentation. Invoice submittal questions may be directed to 318-449-5073. The terms of the contract shall be deemed completed and accepted by the *CmDv* after final *payment* is made. Requisite documentation for *payment* shall include:

- a. Satisfactory completion of the *CDA Demolition Permit* and required inspections;
- b. Proof of legal dumping of all demolition materials via landfill dump tickets;
- c. Abatement Contractor's written report, if any abatement work was performed by someone other than the Demolition Contractor;
- d. Issuance of a *Certificate of Completion* by the City Building Official or their designee;

- e. Submittal of an invoice for a one-time *payment*;
- f. Other documentation deemed necessary by CmDv.

*Payment* for each *Demolition Services Contract* may be paid with either City general funds or HUD federal funds based on the availability of money each fiscal year. The funding source shall be identified on the *Bid Tabulation Notification Sheet*, however, this is subject to change during the course of the activity but have no impact to the Contractor. See definition for *Bid Tabulation Notification Sheet*.

**PRESERVATION AND RESTORATION OF PROPERTY, TREES, MONUMENTS, ETC.:** The Contractor shall be responsible for the preservation of public and private property, trees, shrubs, monuments, etc., adjacent to the right of way on which the buildings and *appurtenances* are located and shall take every precaution to prevent damage thereto.

- a. Land monuments, property markers and right of way markers shall not be removed by the Contractor without proper written consent from the CmDv Administrator.
- b. The Contractor shall be responsible for damage done to public or private property due to any act, omission, neglect or misconduct in the execution of the work, or defective work or material, and shall restore, at his expense, such property to a condition similar or equal to that existing before damage was done by repairing, rebuilding or otherwise restoring same, or shall make good such damage in an acceptable manner.

**REGULATED ASBESTOS CONTAINING MATERIALS (RACM):** Presence of *asbestos containing materials (ACM)* that are above the established thresholds and must be properly abated, thereby considered regulated. RACM also requires LDEQ to provide an ADVF form to the Contractor after it has reviewed the appropriate AAC-2(a) form. A licensed Abatement Contractor is required for proper removal and abatement of the same. A copy of the Abatement Contractors report after work is performed shall be required to be submitted to CmDv prior to the request for *payment*. See Attachment #5 for Asbestos Summary, Guidelines and Best Practices Guide. Dumping at specific landfill requirements apply.

- a. An AAC-2 (a) form is required when requesting Asbestos Disposal Verification Forms (ADVF) for Asbestos Contaminated Debris Activities (ACDA), Demolition, Renovation, and/or Response Action properties where Regulated Asbestos Containing Material (RACM) is present, or assumed to be present, above the established thresholds or as otherwise required by LAC 33:III.5151.F.1.

**RESPONSIVE AND RESPONSIBLE BIDDER:** To be considered a responsive bidder, the bidder shall submit a proposal which meets the minimum requirements set forth in the Request for Proposal (RFP). To be considered a responsible bidder, the bidder shall have the capacity in all respects to perform fully the minimum requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit to ensure a good faith performance. CmDv reserves the right to consider anyone who has previously worked with the City who had a contract terminated for cause and/or debarred, not responsible on a case by case basis.

**SECONDARY / SUBSEQUENT ASSIGNMENT:** The decision for a *secondary / subsequent assignment* shall be the discretion of the CmDv Administrator, on behalf of the City. The options for *secondary / subsequent assignment* shall be to assign to the next Contractor on the rotating list or re-advertise the property scope of work for public bid. Reasons that could create a *secondary / subsequent assignment* would be in the event that a property is initially assigned to a Contractor, then the assigned Contractor:

- a. fails to execute the *Work Order Assignment* form;
- b. fails to satisfactorily complete a property;
- c. fails to abate a property as required;
- d. rejects the terms of a *change order* for scope of work and/or price by either the Contractor or the City;
- e. has multiple assignments withdrawn by CmDv for cause; and/or
- f. has their participation on the rotating list terminated.

**WARRANTY:** All work performed will be guaranteed by the Contractor for a period of one (1) year following final *Payment*. Failure to comply and/or honor work performed may result in removal of "*in good standing*" status, *Contract termination* and/or *debarment*.

**WORK ORDER:** *CmDv* will identify properties to be demolished based on a severity ranking criteria. Each property to be demolished will be provided with a *Work Order* that will include the following information:

- a. A *Work Order* total price will be provided by the City Inspector who will visit the property and compile unit prices for all tasks to be completed. Items to be removed will be flagged in orange paint;
- b. A photo and map to identify the property;
- c. The method of abatement to be performed, including any asbestos testing reports and AAC-2 forms as needed for properties that do not qualify for NESHAP Exemption;
- d. A copy of the Condemnation Order Resolution and/or a City issues Razed Order;
- e. The prescribed time in which the work must be completed, typically thirty (30) calendar days from the issuance of a *CDA Demolition Permit* for a Non-Emergency or Non-Expedited type.
- f. The *Work Order Type*, which may affect the time frame necessary to complete the work.
- g. If accepted, the Contractor will sign a *Work Order Assignment Form* accepting the work for the specified terms.

**WORK ORDER ASSIGNMENT:** *CmDv* will maintain a list of registered Contractors who are willing to perform demolition services on behalf of the City for pre-determined unit prices over the course of one program fiscal year from May 1<sup>st</sup> through April 30<sup>th</sup>. This rotating list of Contractors is proposed to keep the work distributed and is intended to expedite the process of actual demolition services without having to bid structures prior to award. As a property is reviewed and compiled into a *Work Order*, the Demolition Program Manager will select the next Contractor from the list on a rotating basis. For example: Address #1 will be assigned to Contractor #1; Address #2 will be assigned to Contractor #2, etc. This assignment will rotate through the entire list before starting to repeat.

Once a *Work Order Assignment* has been made, the Contractor will be required to meet the City Inspector in the field to review the *Work Order* during a *CDA Site Pre-conference Inspection*. They will review the scope of work, the method of abatement specified, the *Work Order Type*, the timeframe and price. If the Contractor agrees to the terms, they will sign a *Work Order Assignment Form*. This will begin the process for the *CDA Demo Permit* issuance and work to begin.

- a. The *Work Order assignment* shall include a final price prepared by the Inspector prior to the *CDA Site Pre-conference Inspection* and/or the start of work.
- b. The Inspector and assigned Contractor will meet at the site for a *CDA Site Pre-conference Inspection* to discuss the scope of work and final price to be paid. If agreed, the Contractor will sign the *Inspection* noting the final price to be paid.
  - i. If the Contractor and Inspector do not agree on the price, the Inspector has the authority to adjust the final price onsite if the discrepancy is within 10% of the Inspector's original price.
    1. If the discrepancy is more than 10%, the final determination shall be deferred to the *CmDv* Administrator. The two options shall be:
      - a. The *CmDv* Administrator will review the reasons that the price is requested to be higher than the Inspector's initial price. If deemed appropriate, the *CmDv* Administrator can approve the higher price and make it final price for services at that location; or
      - b. The *CmDv* Administrator can elect to assign the specific location *Work Order* to the next Contractor on the rotation list. If this option is selected, it will be considered that the first assigned Contractor opted for the *Work Order first right of refusal* / rejected / passed on the location assignment. See Attachment #4 for information.
- c. The *Work Order assignment* shall also specify the *abatement method* as to whether or not the location meets NESHAP Exemptions or hazard testing which may require a separate Abatement Contractor to remove hazardous materials prior to demolition. See Attachment #4 for options.

**WORK ORDER ASSIGNMENT UNIT PRICE:** *CmDv* has a limited amount of funds to spend annually on demolition services. All properly submitted sealed bids will be opened, then, the lowest responsive, responsible bidder price from all bids received will be the refined unit price to be paid per task within the *Work Order*. Any other Contractors who participated in the RFP process will be offered the opportunity to be added to a rotating list of Contractors, if they are agreeable to perform the work for the same unit prices as the low bidder. This unit pricing will be the basis for the City's Inspector to provide a total price per work order.

**WORK ORDER ASSIGNMENT WITHDRAWAL:** In order to be eligible to participate as a Contractor on the rotating list, the Contractor must agree to perform the work for the low bidder price award, for each unit price, for the entire program fiscal

year for every *Work Order Assignment* they receive. In the event a Contractor no longer wishes to participate on the rotating list, they must document the request in writing to the *CmDv* Administrator.

- a. A Contractor may withdraw participation from the rotating list assignment at any time in writing.
- b. A Contractor's written request to withdraw participation in the rotating work order list shall be reviewed and responded to in writing by *CmDv* within ten (10) business days of receipt.
- c. If a Contractor is approved / accepted by *CmDv* to withdraw a bid submittal, the Contractor would not be able to participate in any *secondary / subsequent award* bid processes for that particular property within the ninety (90) calendar days from the date of initial bid opening, in the event that the property must be re-advertised for public bid. See definition for *secondary / subsequent award*.

**WORK ORDER FIRST RIGHT OF REFUSAL:** Due to the randomness of *Work Order Assignments*, the Contractor is afforded some flexibility to accept an assignment or not. The reason could be due to timing, existing work load, price, etc. However, during one entire program fiscal year, the Contractor will only be allowed to reject / pass on a maximum of five (5) *Work Order assignments*.

- a. After a Contractor rejects / passes on five (5) *Work Order* assignments, the Contractor will be removed from the registered list of Contractors for the *Work Order* list for the remainder of the program fiscal year and/or contract term. The Contractor will be allowed to participate in the next year's bid solicitation for *Demolition Services by Work Order*.
- b. Should the Contractor elect to participate in the *Work Order* system the next program fiscal year and yet rejects / passes on another five (5) *Work Orders*, the Contractor will then be *debarred* from further participation for two years. See definition for *debar*.

## CmDv RFP Work Order for Demolition Services Bid Packet Proposal Price Sheet

Item	Scope of Work (also reference Attachment #3 for more detail)	Unit of Measure	Reference Quantity	Unit Price	Extended Total Price
1	<u>Removal of RAISED PIER STRUCTURE (A):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of a single story or multi-story structure that is from 751 square feet up to 1,500 square feet in size. This shall include any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Each	30		
2	<u>Removal of RAISED PIER STRUCTURE (B):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of a single story or multi-story structure that is from 1,501 square feet up to 3,000 square feet in size. This shall include any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Each	10		
3	<u>Removal of RAISED PIER STRUCTURE (C):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of a single story or multi-story structure that is from 3,001 square feet up to 5,000 square feet in size. This shall include any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Each	2		
4	<u>Removal of SLAB-ON GRADE STRUCTURE (A):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of reinforced concrete slab-on grade single story or multi-story structure that is from 751 square feet up to 1,500 square feet in size. This shall include demolition and removal of slab, any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate is include all costs for use of WET demolition. Air monitoring services, provided by others, shall also be coordinated.	Each	10		

5	<p><u>Removal of SLAB-ON GRADE STRUCTURE (B):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of reinforced concrete slab-on grade single story or multi-story structure that is from 1,501 square feet up to 3,000 square feet in size. This shall include demolition and removal of slab, any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate is include all costs for use of WET demolition. Air monitoring services, provided by others, shall also be coordinated.</p>	Each	5		
6	<p><u>Removal of SLAB-ON GRADE STRUCTURE (C):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of reinforced concrete slab-on grade single story or multi-story structure that is from 3,001 square feet up to 5,000 square feet in size. This shall include demolition and removal of slab, any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate is include all costs for use of WET demolition. Air monitoring services, provided by others, shall also be coordinated.</p>	Each	2		
7	<p><u>Removal of MOBILE HOME STRUCTURE (A):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of a mobile home structure, SINGLE WIDE, with or without tongue &amp; axle. This shall include any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.</p>	Each	5		
8	<p><u>Removal of MOBILE HOME STRUCTURE (B):</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of a mobile home structure, DOUBLE WIDE, with or without tongue &amp; axle. This shall include any footings, pilings, steps, piping, wiring, plumbing, mechanical and other materials, visible before and/or after demolition activity is complete, located at, above and/or within 12 inches below ground / grade level, which are attached to or part of the structure. This shall not apply to service lines buried more than 12 inches below grade that are not visible. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.</p>	Each	2		



9	<u>Removal of MISCELLANEOUS STRUCTURES:</u> Provide a rate for the removal and disposal of small, detached accessory type structures, such as carports, lean-to, pole barn, sheds, etc., that may be found on the site, regardless of foundation type. For the purpose of this document, miscellaneous, accessory structures will be 750 square feet or less in size. Accessory structures shall be marked with bright paint by the City Inspector. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Each	30		
10	<u>THREE (3) DAY EMERGENCY SERVICES:</u> provide an ADDITIONAL FLAT RATE FEE to be paid in an emergency situation, declared by the City official, when the Contractor is required to commence work within three (3) calendar days of verbal and/or written notification and all associated demolition debris removed within five (5) from issuance of the work order. Pricing shall be per job in addition to the work performed.	Addresses	4		
11	<u>TEN (10) DAY EXPEDITED SERVICES:</u> provide an ADDITIONAL FLAT RATE FEE to be paid in an expedited situation, declared by the City official, when the Contractor is required to commence work within ten (10) calendar days of verbal and/or written notification and all associated demolition debris removed within ten (10) calendar days from the issuance of the work order. Pricing shall be per job in addition to the work performed.	Addresses	8		
12	<u>Removal of MARKED TREES:</u> provide a rate to remove, haul and dispose all City marked trees that are to be completely removed or saw-cut as close to the ground as possible but no higher than 3 feet above grade. Trees shall be identified with bright paint by the City Inspector. Stump grinding is not required.	Each	40		
13	<u>Removal of EXCESS DEBRIS AND/OR VEGETATION:</u> provide a rate per cubic yard to remove, haul and dispose of all trash, debris, garbage, appliances, and white goods found on the job site, which is not part of the debris generated by demolition services based on items #1 - #5. Contractor is required to relocate all tires found on the property to be piled at the street curb for disposal by City. Incidental flower beds and bushes can also be removed to grade level, as needed, in the course of demolition. Contractor shall protect and preserve all viable, non-marked trees / vegetation on the property. Contractor shall maintain and preserve as much existing grassy surface areas as possible during the course of work.	Cu. Yd.	320		
14	<u>Removal of DRIVEWAYS AND/OR PARKING SURFACES:</u> provide a rate to furnish all material, labor and equipment to demolish and dispose of reinforced concrete or asphalt slab-on grade, including demolition and removal of slab and base material up to 12 inches below grade, when no structure is attached, such as a driveway. Surface shall be marked with bright paint by the City Inspector. Materials may include but not be limited to: wood, gravel, stone, asphalt, and/or concrete. The portion of a driveway apron, within the City right of way that is attached to a sidewalk, may be left to remain in effort to protect the structural integrity of an existing City sidewalk. If a driveway apron must be removed, the apron must be saw-cut to provide a clean edge for demolition or removed to the nearest existing expansion joint. This rate is include all costs for use of WET demolition. Air monitoring services, provided by others, shall also be coordinated.	Sq. Ft.	8,000		

15	<u>Removal of PROPANE, BUTANE, SEPTIC TANKS AND/OR GREASE TRAPS:</u> Provide a rate PER TANK to pump-out, remove and dispose of any propane, butane, septic tank or grease trap, identified by the City Inspector with bright paint at their location at, above or below grade, including inlet line and leach field lines, and to backfill the excavated area with clean fill. This does not apply to any type of underground, commercial petroleum fuel tanks regulated by EPA.	Per Unit	3		
16	<u>Removal of CATCH BASIN OR DRAIN:</u> provide a rate PER UNIT to detach, remove, haul and dispose of any catch basin or drain or other form of surface water collector, identified by the the City Inspector with bright paint at their location at, above or below grade.	Per Unit	2		
17	<u>CAP SEWER LINES:</u> provide a rate PER LINE to cap sewer service lines for the structure or accessory structure to the main system.	Per Service	2		
18	<u>CAP WATER LINES:</u> provide a rate PER LINE to cap water service lines for the structure or accessory structure to the main system.	Per Service	6		
19	<u>CAP GAS LINES:</u> provide a rate PER LINE to cap gas service lines for the structure or accessory structure to the main system. This rate is to include all costs should sub- contracting services be required.	Per Service	10		
20	<u>DISCONNECT ELECTRIC LINES:</u> provide a rate PER LINE to terminate electrical service lines for the structure or accessory structure to the main system.	Per Service	10		
21	<u>Recover HVAC REFRIGERANT:</u> provide a rate to furnish all material, certified and trained labor and equipment to legally remove, recover or recycle all HVAC refrigerant prior to demolition.	Per Unit	2		
22	<u>Removal of MARKED FENCING:</u> provide a rate to furnish all material, labor, and equipment to demolish, haul and dispose of City marked fencing, made of wood, aluminum, vinyl, iron, PVC, chain link, etc, including gates, fence posts and foundations within 12" of grade. All fencing in front of the property parallel to the City street shall be removed. Fencing to be removed shall be marked with bright paint by the City Inspector. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Ln. Ft.	3,000		
23	<u>Removal of CONCRETE AND/OR MASONRY WALLS:</u> provide a rate to furnish all material, labor, and equipment to demolish, haul and dispose of City marked concrete or masonry walls including footer, if applicable, such as fencing or retainer walls, within 12 inches of grade. Fencing to be removed shall be marked with bright paint by the City Inspector. This rate shall include all costs for WET demolition. Air monitoring services, by others, shall also be coordinated.	Ln. Ft.	250		
24	<u>Removal of ABOVE GROUND SWIMMING POOLS:</u> provide a rate to furnish all material, labor and equipment to drain, remove, haul and disposal of an above-ground swimming pool and/or water feature	Each	2		
25	<u>Removal of IN-GROUND SWIMMING POOLS:</u> provide a rate to furnish all material, labor, and equipment to drain, excavate, demolish, haul and dispose of designated in-ground swimming pool and/or water features.	Each	2		

26	Provide <u>CLEAN FILL DIRT MATERIAL</u> for <u>IN-GROUND SWIMMING POOL</u> : provide a rate to furnish all material, labor, and equipment to backfill and grade hole after removal of an in-ground swimming pool and/or water feature.	Cu. Yd.	56		
27	Provide <u>CLEAN FILL DIRT MATERIAL</u> : provide a rate to furnish all material, labor, and equipment to backfill and grade the overall lot and shall bring the entire cleared site to a fine grade, level with the surrounding area. Contractor shall grade barren areas of the lot to ensure overall proper drainage towards the City street, drainage servitude or as directed by the City Inspector. Contractor shall be careful not to cause excess water to drain onto adjacent properties and/or restrict the natural drainage of the site.	Cu. Yd.	160		
28	Provide <u>SEED, SOD AND/OR HAY LOT STABILIZATION</u> : provide a rate for post demolition lot stabilization to include ground cover in barren areas in the form of seed or sod. Hay or other stabilization methods shall be required for a minimum of 10 feet wide, closest to and parallel with the City street and/or City sidewalk, if the surface area is barren / dirt, to prevent mud from washing into the street until seed or sod can grow.	Sq. Ft.	10,000		
29	Provide <u>MOWED LOT</u> : mow the entire lot upon completion of the demolition work in effort to remove tall grass and weeds and any other debris in such a manner to provide a clean, pervious, unencumbered site that will not inhibit future mowing operations.	Each	40		
TOTAL BID PRICE					

- Quantities shown are fictitious and not guaranteed and to be used to calculate unit pricing only. However, quantities are based on the assumption that there are at least three (3) Contractors on the final rotating list to manage the estimated demolition budget of \$180,000 per year.
- The lowest responsive, responsible bidder will be identified for the award. Any other Contractors who participated in the RFP process will be offered the opportunity to be added to a rotating list of Contractors, if they are agreeable to perform the work for the same unit prices as the low bidder.
- Proposals must be submitted on this Bid Proposal Price Sheet (Attachment #5). Proposals submitted in any other form will be considered non-responsive and will be rejected.
- No bid may be withdrawn for at least thirty (30) calendar days after the scheduled bid opening date. Any awarded proposals shall remain in effect for a period of twelve (12) calendar months beginning on the date of award notice.
- All bid prices shall include any and all material, labor, equipment, tax and freight charges.
- Bid Proposal Price Sheets without completed signature /company information will automatically be rejected. All information must be completed in ink. Signature must be hand-written. Electronic or stamped signatures will be rejected. All information requested below must be in print, with the exception of the Authorized Signature.

ACKNOWLEDGEMENT OF ADDENDUM # \_\_\_\_\_ (if any, as applicable)

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ P O BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

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