



**City Of Hammond  
Purchasing Department**

**Request for Proposal**

**RFP# 21-11**

**Building Demolition Services  
611 Magazine St**

**Sealed Proposals shall be received by Purchasing Department,  
City of Hammond  
310 East Charles St.  
P. O. Box 2788  
Hammond, LA 70404-2788**

**No later than  
10:00Am on September 23, 2020**

**Any questions on Specifications should be addressed in writing to  
Bobby Mitchell at [mitchell\\_bd@hammond.org](mailto:mitchell_bd@hammond.org)**

**For Additional Information or Questions, Contact:  
Jana Thurman Soileau – Purchasing Manager for the City of Hammond  
(985)-277-5633 or [thurman\\_je@hammond.org](mailto:thurman_je@hammond.org)  
FAX (985) 277-5636**

### **Scope of Work**

The City of Hammond is requesting competitive sealed proposals from qualified contractors interested in contracting with the City of Hammond to provide building demolition services for the removal of improvements and clean-up of a site located at 611 Magazine St., Hammond, Louisiana, in District 1 and owned by Alberta White. Pictures of the building is attached to this Request for Proposal. Demolition work shall be done in strict accordance with all applicable laws, ordinances, regulations and codes of The City of Hammond.

### **Project Requirements**

Notice to Proceed – No work shall begin until a written Notice to Proceed from the City is received.

**Demolition** – Prior to the starting of the demolition work on any individual parcel the Contractor will be responsible for making sure the utilities, including electric, telephone, gas and water service for each building disconnected in strict accordance with the requirements of the City of Hammond. The Contractor shall properly seal all sewers, laterals for down spouts, etc. at the property line with concrete. The Contractor shall make his own arrangements for utility services for his own use. The Contractor shall be responsible for the protection of all utilities, which are to remain in use.

·Demolition work will only be between the hours of 7 a.m. and 7 p.m. daily, excluding legal holidays, Sunday and inclement weather (Rain Days).

· The Contractor will be required to meet with the Building Department Director or Designee for a Pre-Demolition meeting located at the site of 611 Magazine St., Hammond Louisiana before Notice to Proceed will be issued.

·The Contractor shall notify The City of Hammond the date and time of the demolition at least 24 hours prior to commencing work.

·The Contractor shall complete the work within Ten (10) calendar days, (excluding legal holidays, Sunday and rain days) from the date of execution of the notice to proceed. The Contractor shall perform the work within the time and in the manner specified, and in conformity with all requirements.

**Permits** – The contractor will be responsible for obtaining permits necessary for completion of this project.

**Safety Requirement's** - The Contractor shall use all proper precautions to protect persons from injury. The Contractor shall be held responsible for all damage and injuries. The Contractor shall adequately protect the work, adjacent property and the public, and shall be responsible for any damage and injuries. The Contractor shall be entirely responsible for all apparatus, equipment as appurtenances as furnished by him in connection with this work until date for final acceptance; special care shall be taken to protect all parts thereof in such a manner as may be necessary or as directed. Precautions shall be executed at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed.

· The use of explosives to perform the work under this contract is prohibited.

· The use of weighted ball (commonly referred to as the "PEARHEAD or HEADACHE BALL") to perform the work under this contract is prohibited. The burning of combustible materials will not be permitted at any time prior, during or after the demolition operations.

· No structure shall be moved from the premises as a whole, or any substantially whole condition, but all such buildings shall be demolished on the premises.

**Special Requirements** – Caution and care must be exercised to prevent damage to adjacent property, sidewalks, pedestrians, and streetscape. The contractor will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project.

**Business License Requirement** -The successful contractor/company will be required to have a business license which will be valid during the term of the contract.

#### Instructions to proposers

**PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS RELATED TO SPECIFICATIONS FOR THE SCOPE OF WORK OR THE PROJECT MUST BE SUBMITTED DURING THE PROPOSAL PERIOD IN WRITING TO BOBBY MITCHELL ([mitchell\\_bd@hammond.org](mailto:mitchell_bd@hammond.org)). OTHER QUESTIONS MUST BE SUBMITTED IN WRITING TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.**

RFP Packages are emailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements on the City Website and personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street. **These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.**

**The RFP number, Proposers name, address, License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications.**

**A Proposer may be disqualified for breach of any previous contract with the City or unsatisfactory performance under any prior contract with the City.**

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required it will be included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the

RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection.

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive. Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager/Building Director, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

**Liability:**

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$300,000.00) Three-hundred thousand dollars inclusive of bodily injury and property damage for any one occurrence. Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor. The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

**Worker's Compensation:**

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

## Demolition Specification Requirement Checklist

YES NO

<p><b>DEMO TO STRUCTURE</b> Demolition work shall include the demolition and removal of all building(s) and structure(s), including accessory buildings and structures (and all trash and debris in or around the structure(s).) In case of doubt on the part of the Contractor, he shall immediately notify the Building Department Director or his Designee with the respect to the removal of the waste in question. The contractor will be responsible for all costs of transport and proper disposal of all demolition debris.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>SLAB REMOVAL</b> Foundations, walls, steps, floors, and tanks, shall be removed and backfilled to the grade level of the surrounding area. In the event a foundation wall contributes to the support of neighboring structures or public streets, it shall be retained. In case of doubt on the part of the Contractor, he shall immediately notify the Building Department Director or his Designee with the respect to the removal of wall in question.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>FOOTING REMOVAL</b> Slab shall be removed and all foundations or footers removed entirely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>PIPES &amp; DRAINS REMOVAL</b> The Contractor shall properly seal all sewers, laterals for down spouts, etc. at the property line with concrete.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>SIDEWALK REMOVAL</b> Demolition work shall include the demolition and removal of sidewalk.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>DRIVEWAY REMOVAL</b> Demolition work shall include the demolition and removal of any driveways, and/or driveway aprons.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>DIRT FILL &amp; LEVELING TO GRADE</b> It is expected that the contractor will backfill all excavated areas with suitable material and grade the area to provide for positive surface drainage for the entire site. Contractor will be responsible for installing erosion control measures to retain all silt, earth, soil, or other material associated with clearing, grading, excavation, or other construction activities. Control method such as silt fence, hay bales or a 10 foot sodded area at property lines. The contractor will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>TREE &amp; BRUSH REMOVAL</b> Demolition work shall include removal of trees, trash and debris in or around the structure. (All living trees in good condition, as determined by the Building Department Director or his Designee which have a trunk diameter of six (6) inches or larger at ground level shall be retained. The Contractor shall exercise care in the demolition and site clearance operation so that these trees are not injured).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>HAULING &amp; DISPOSAL OF DEMOLITION OF DEBRIS</b> No materials from the project are proposed for reuse by The City of Hammond. Unless referenced otherwise the contractor shall take ownership of all scrap/salvage materials, all materials shall be transported directly from the site to the Parish landfill or a recycling center. Contractor will be responsible for all costs of transport and proper disposal of all demolition debris.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>RECEIPTS OF PROPER DISPOSAL TO A LICENSED LANDFILL</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**\*Proposal shall be based on the criteria marked in the "Yes Column"\***

RFP 21-11

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications. I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum number \_\_\_\_\_

**This is the Proposal of:**

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Section 3 Business/WBE/SBE/MBE/DBE:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Person to Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

**Proposal Amount** - Proposer agrees to furnish all materials, equipment, tools, etc. in complete accordance with all RFP 21-11 specifications for building demolition located at 611 Magazine St., Hammond, LA for the sum indicated:

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

Total Price \_\_\_\_\_ DOLLARS

(\$ \_\_\_\_\_ )

Signature of Proposer \_\_\_\_\_

**NOTICE: The proposed work is not required by law to be publically bid. The Louisiana public bid laws do not apply to this request for proposals. The City reserves the right to reject any proposals that is non-responsive or from any proposer who does not meet all requirements. All Proposals may be rejected for any reason, including that there are not sufficient funds for the work, or the City chooses not to proceed with the work.**

**The above signature on this sealed Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this Proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this Proposal.**

611 Magazine St., Hammond, LA

