

**VILLAGE OF MARTIN  
REQUEST FOR PROPOSAL**

Village of Martin  
1609 N. Main  
PO Box 234  
Martin, Michigan 49070

**Boysen Demolition  
Project #2014-1**

**Key Dates**

Request for Proposals issued.....March 24, 2014  
Due date for proposals .....3:00 PM on April 11, 2014  
Bid Opening.....4:00 PM on April 11, 2014

## REQUEST FOR PROPOSAL - TABLE OF CONTENTS

<b>PART I – INSTRUCTIONS TO CONTRACTORS.....</b>	<b>3</b>
1. Purpose of Contract .....	3
2. How to Participate in the Contracting Process.....	3
3. Proposal Evaluation and Contract Award.....	4
4. Price Quotations.....	4
5. Delivery and/or Completion.....	4
6. Freedom of Information Act .....	4
7. Further Information and Clarification .....	4
<b>PART II – SCOPE OF WORK.....</b>	<b>5</b>
1. Introduction .....	5
2. Scope of Services.....	5
<b>PART III– PROPOSAL AND CONTRACTOR REQUIREMENTS.....</b>	<b>8</b>
1. Proposal Requirements.....	8
2. Proposal Content .....	8
3. Invoicing and Payment Terms .....	8
4. Insurance Coverage.....	8

## **PART I**

### **INSTRUCTIONS TO CONTRACTORS**

#### **1. PURPOSE OF CONTRACT**

The Village of Martin intends to secure the service(s) outlined in this Request for Proposal (RFP) at the lowest price and earliest delivery of service(s). Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

#### **2. HOW TO PARTICIPATE IN THE CONTRACTING PROCESS**

Contractors interested in responding to this RFP must follow the bidding process outlined below.

##### **2.1. Proposal and Contract Examination**

Before submitting a proposal, contractors should carefully examine the entire RFP. By the submission of a proposal, the contractor will be understood to have read and be fully informed as to the contents of this RFP.

Should a Contractor find any discrepancies, omissions, ambiguities, or conflicts within the RFP, or be in doubt about their meaning, they should bring such questions to the attention of the Village.

##### **2.2. Site Tour & Inquiries**

Contractors may tour the building and property by contacting the Village of Martin to arrange a time and day. Please contact Don Flower at 269-672-7777 or 616-291-4859.

Inquiries can be made by phone or email to Darcy Doezema, Village Clerk.

Phone: 269-672-7777

martinmi49070@gmail.com

##### **2.3. Bid Submission – due by 3:00 p.m. on April 11, 2014.**

Bids shall be submitted in a *sealed envelope*, mailed or delivered to:

Darcy Doezema, Clerk  
Village of Martin  
1609 N. Main St, PO Box 234  
Martin, MI 49070

The outside of the envelope will show the contractor's company name as a return address (for identification purposes during bid opening) and will be plainly marked with the words **RFP #2014-1**. It is the sole responsibility of the contractor to ensure that the proposal reaches or is delivered to the Village as specified above by the hour and date due.

##### **2.4. Bid Opening – at 4:00 p.m. on April 11, 2014.**

All bids received will be publicly opened at the Village of Martin, 1609 N. Main St. Contractors may be present, but attendance is optional as only the names of the contractors submitting proposals will be announced and taken into record. Proposals will not be reviewed or evaluated at this Bid Opening. The Village will not release any

dollar amounts until all proposals have been evaluated and a contract has been awarded.

### **3. PROPOSAL EVALUATION AND CONTRACT AWARD**

In evaluating and awarding contracts, the Village follows the process outlined below.

#### **3.1. Proposal Evaluation**

Proposals will be evaluated by a committee, which will make a recommendation to the Martin Village Council. The Council will vote and award the contract at the next regular Village Council meeting.

#### **3.2. Contract Award**

Upon award, the Contractor will be contacted to plan and schedule work.

Notification of award will be posted to the Village's website. Notification letters will also be sent to each contractor that submitted a proposal.

#### **3.3. Rejection of Bids**

The Village reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the Village and to waive any informalities or irregularities in the bids. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

### **4. PRICE QUOTATIONS**

The following items should be taken into consideration when making price quotations.

#### **4.1 Taxes**

The Village of Martin is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the Village or included in the cost proposal.

### **5. DELIVERY AND/OR COMPLETION**

Contractors shall indicate proposed date of service(s) and estimated completion time. These dates may be taken into consideration in making the award.

### **6. FREEDOM OF INFORMATION ACT**

Contractors should be aware that information submitted with a proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after Village staff has evaluated them.

### **7. FURTHER INFORMATION AND CLARIFICATION**

Should prospective contractors require further information or clarification, contact the Village of Martin at martinmi49070@gmail.com

## **PART II**

### **SCOPE OF WORK**

#### **1. INTRODUCTION**

The Village of Martin is seeking quotes for the demolition of the building at 1597 Main Street, Martin, Michigan.

#### **2. SCOPE OF WORK**

**2.1. Utilities** – The Contractor shall disconnect or arrange for the disconnection of all utility service connections, such as water, gas, storm sewer, sanitary sewer, telephone, alarm systems, intercoms and other utilities which may be connected at one or more places to the structure and appurtenances. The Contractor shall ascertain the location or locations of each and all utilities servicing the building and disconnection shall be in accordance with the regulations of the utility concerned.

**2.1.1.** The Contractor shall contact the electric company and allow them enough time to disconnect this service.

**2.1.2.** All storm sewer and sanitary sewer leads, laterals, and connections shall be disconnected at a point no greater than two feet (2') behind the existing ROW line. The pipes shall be cut clean and capped with a rubber and stainless steel cap as manufactured by Fernco or approved equal. Each connection shall not be covered until approved by the identified Village representative.

**2.1.3.** The Contractor shall disconnect all water service leads to the structure at the curb stop and the curb stop shall be turned to the "off" position. This shall include any pavement removal required to reach the curb stop, all excavation, turning the curb stop to the "off" position, backfilling the trench with Class II material and placing and compacting an 8" aggregate base (22A). Any bituminous pavement shall be paid for under the respective pay item.

**2.1.4.** The Contractor shall be responsible for ascertaining the locations of any active utilities traversing the project site and preserve and protect them in operating condition. The Contractor shall protect all utility property including but not limited to, manholes, catch basins, valve boxes, line poles, end poles and guys, pedestals and other appurtenances. The Contractor shall be responsible for the repair of damage to any such utility.

**2.1.5.** At the completion of the project, the Contractor shall prepare a record drawing which delineates the locations of all utilities and how they were terminated. This must be completed prior to the Contractor leaving the work site and must be submitted to the Village for review and approval.

**2.1.6.** All utility services requiring excavation shall be backfilled and compacted to 95% modified proctor density. All sidewalk cuts, curb cuts and pavement cuts shall be clean, square and true, and shall be replaced with materials equal to those removed, or as approved by the Village.

**2.2. Demolition** – The Contractor shall adequately secure the entire area with pedestrian fence throughout demolition as part of this pay item.

- 2.2.1.** Site demolition shall include complete demolition of the specified site including, but not limited to, the removal of the buildings, all concrete, masonry, wood, glass, plaster, metal, ceramic, roofing, mechanical equipment, and insulation materials. The items and structures will include, but not limited to, buildings, retaining walls, chimneys, wells, cisterns, fuel storage tanks, signs, antennas, all concrete sidewalk removal, all concrete curb removal, bituminous pavement removal, concrete pavement removal, miscellaneous concrete removal, etc.
- 2.2.2.** All foundation walls, footings and pipes shall be demolished and removed.
- 2.2.3.** The Contractor shall remove and dispose of all items remaining in the building scheduled for demolition. All items remaining in the building will need to be removed as part of this project.
- 2.2.4.** All demolition and removal shall be performed by laborers skilled in this type of work, in an orderly, neat and quiet manner so as to cause the least amount of inconvenience, noise, dust, and other objectional features. All construction materials, debris, rubbish, and waste generated as a result of the demolition work shall be properly removed from the site.
- 2.2.5.** The Contractor shall conduct the work to insure the least obstruction to traffic. Any barricades, lights, warning signs and other safety features as required for the protection of the public, adjacent buildings, adjacent property, and as may be required by the State and Village, shall be provided by the Contractor.
- 2.2.6.** An asbestos survey indicates minimal amounts of non-friable asbestos contained in floor tiles. The Contractor will arrange for removal in accordance with applicable laws and regulations. The Asbestos Survey and the Phase I ESA Report will be provided to the Contractor by the Village.

**2.3. Permits** – Secure all necessary permits, licenses, or certifications.

**2.4. Hauling** – The disposal of all rubbish and waste material will be made in legally designated disposal areas where such type of disposal is sanctioned. All material which falls under the rules of the Michigan Department of Environmental Quality shall be disposed of in a licensed landfill of the appropriate type. The Contractor shall be solely responsible for locating and obtaining all such disposal areas including any and all release permits. The Contractor shall obtain and pay for all permits for hauling excavated materials, trash, rubbish, and waste materials over streets and be responsible for keeping streets clean, free of dirt and debris caused by hauling.

The Contractor shall provide written approval of all material disposal sites from the local unit of government wherein such disposal is being performed. This written approval shall be provided to the Owner prior to beginning any such hauling or disposal.

**2.5. General Cleanup Provisions** – Before the work will be considered as having been completed, the Contractor shall clean and remove from the project's adjacent property, adjacent buildings and surrounding streets and alleys, any surplus and discarded materials, debris of any kind, equipment, and temporary structure resulting from this work.

- 2.6. General Repair: Adjacent Property, Structures, Utilities** – In addition to satisfying and complying with all other requirements, conditions, stipulations, and provisions contained elsewhere in the Contract Documents, the Contractor shall, without extra compensation and as incidental to the cost of the demolition, reconstruct all fills, backfills, sidewalks, curbs, utilities, adjacent property, adjacent buildings, streets, alleys, etc. that are displaced, damaged or modified by any reason or cause whatsoever during this contract to an “equal to” or “better than” condition prior to final acceptance by the Owner.
- 2.7. Backfill Requirements** – After the demolition and excavation of rubble from the site, the site shall be backfilled with clean granular Class II. The site shall be compacted to 95% modified proctor density and be grade.
- 2.8. Finish site** – Import and place adequate topsoil.
- 2.9. Method of Measurement** – Site demolition will be measured as a lump sum for demolishing and clearing the entire site including all other work and items specified herein.

## **PART III**

### **PROPOSAL AND CONTRACTOR REQUIREMENTS**

#### **1. PROPOSAL REQUIREMENTS**

##### **General Considerations**

Before submitting a proposal, the contractor should carefully examine the entire RFP and have a full understanding of the contents needed for the proposal. Submission of a response constitutes the contractor's understanding of the contents of this RFP.

#### **2. PROPOSAL CONTENT**

A signed letter stating the contractor understands the Village's needs as outlined in Part II – Scope of Work and is committed to performing the requested services.

##### **Proposed Work Plan or Services:**

- Describe the work plan or services to be provided to address the Village's needs as outlined in PART II – Scope of Work.

#### **3. INVOICING AND PAYMENT TERMS**

##### **Invoices:**

All invoices must reference project #2014-1, itemize services rendered and be sent to:

Village of Martin  
PO Box 234  
Martin, MI 49070

##### **Payment Terms:**

The Village will accept payment terms of Net 30 days, or as negotiated.

#### **4. INSURANCE COVERAGE**

The selected contractor must have a Contractor's Bond in the amount of \$50,000 and maintain the following insurance during the term of the contract. If any listed insurance coverage expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the Village at least ten (10) days prior to the expiration date.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General



Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: "Village of Martin, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."

**Proof of Insurance Coverage:** The Contractor shall provide the Village at the time the contracts are returned for execution, the certificates and policies as listed below:

- a.) A copy of Certificate of Insurance for Workers' Compensation Insurance;
- b.) A copy of Certificate of Insurance for Commercial General Liability Insurance;
- c.) A copy of Certificate of Insurance for Vehicle Liability Insurance;

If so requested, Certified Copies of all policies mentioned above will be furnished.