

**Request for Bid #1655  
(RFB)**



**Demolition and Clearing Services  
for  
Residential Structures**

**CLOSING LOCATION:  
ATHENS MUNICIPAL BUILDING  
ATTN: PURCHASING  
815 North Jackson Street  
Athens, TN 37303  
(423) 744-2702**

**ISSUED:**

**December 20, 2017**

**DUE:**

**January 17, 2018, 2 PM EST**

# CITY OF ATHENS

## TABLE OF CONTENTS

### SECTION

#### **I. GENERAL INFORMATION**

- Notice for Request for Bid
- Conditions and Stipulations
- Specifications 49-08

#### **II. BID FORMS & INSURANCE REQUIREMENTS**

- City of Athens Standard Insurance Requirements
- Affidavit of Compliance with a Drug Free Workplace
- Bid Compliance Form
- Bid Submittal Form

#### **III. EVALUATION AND AWARD PROCEDURES**

- Evaluation Criteria and Review Process
- Contacts and Submission Deadline

**SECTION I – GENERAL INFORMATION**

***NOTICE FOR REQUEST FOR BID***

***CONDITIONS AND STIPULATIONS***

***SPECIFICATION 49-08***

## NOTICE FOR REQUEST FOR BID

Notice is hereby given that the City of Athens is receiving sealed bids for the **DEMOLITION AND SITE CLEARING OF FOUR CONDEMNED STRUCTURES** located within Athens and as described by Specifications No. 49-08 included in this bid package. Demolition includes removal of the structure, miscellaneous debris associated with the structure, and all foundations and slabs. The property is also to be graded to a level condition and the site reseeded. There shall be a **mandatory Pre-Bid Meeting on Wednesday, 3rd of January, 2018 at 2:00 PM Eastern**. Only those contractors (or their representatives) attending the Pre-Bid Meeting will be eligible to submit a bid. A tour of the condemned structures will be conducted by City personnel following the Pre-Bid Meeting

Bids shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the bidder's name, address and license number, expiration date and classification. Bids are to be addressed to the City of Athens and mailed or delivered to:

**City of Athens  
Attn: Purchasing  
815 North Jackson Street  
Athens, TN 37303**

Sealed bids will be **received until the 17th of January, 2018 at 2:00 PM Eastern**. Late bids will not be considered under any circumstances. Bids will be accepted if the date/time stamped by the Purchasing Department is 2:00 PM; date/time stamps of 2:01 or later will be rejected.

During the evaluation process, the City of Athens reserves the right, where it may serve the City of Athens best interest, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. Questions and requests for clarification or additional information by electronic mail should be directed by telephone or e-mail to the following City contact:

**James A. Gallup  
Purchasing  
423-744-2702  
Purchasing@CityofAthensTN.com**

## CONDITIONS AND STIPULATIONS

Bids are invited for a General Contract for the work of this project. Contractors shall furnish all labor, equipment and materials to complete the demolition and site clearing of the addresses included in this bid package.

Bidders must be licensed contractors in the State of TN as required by title 62, Chapter 6 of the Tennessee Code Annotated if the bid being submitted is in excess of \$25,000

Each Bidder must be prepared to submit upon request such written evidence as may be requested to demonstrate the Bidders qualifications to perform the Work. Such evidence may include financial data, previous experience and references, present commitments, and proposed contractors and suppliers. By submitting a bid, the Bidder certifies that he has the proper license to do the work within and/or for the City of Athens, including contractors and business licenses.

The submission of a bid will constitute an incontrovertible representation by the Bidder that the Bidder has complied with every requirement mentioned in this bid package, that without exception, the bid is premised upon performance and furnishing the work required using the products, means, methods, techniques, sequences and/or procedures contained therein, and in compliance with Specifications 49-08 included in this bid package.

Completion date shall be within one hundred eighty (180) days from award of contract. A liquidated damages penalty of \$100 per day will be assessed to the vendor for each day beyond the stated completion date.

Contractors must comply with all applicable worker's compensation laws for the State of Tennessee. The Contract shall specify that any such claims by employees of the successful bidder shall be against the bidder only, and indemnify the city.

Liability insurance must be provided throughout the entire contract period as stated in the attached "City of Athens Standard Insurance Requirements" sheet. This sheet is provided so you may give to your insurance company to identify the actual requirements. **A certificate of insurance must be provided with your bid submittal for your bid to be considered.**

### BONDS

Please note that for this bid a 10% Bid Bond is required by all bidders on bids \$25,000 or over and a 100% Performance and Payment Bond is required only on bids \$100,000 or over.

### DRUG FREE WORKPLACE

Contractors with five or more employees must submit an affidavit that the contractor has a drug-free workplace to the extent required of government entities. This affidavit is included with these bid documents and must be signed by the principal officer of the company and returned with your bid proposal.

## TAXES

Contractors are responsible for paying the sales tax for any materials used on a municipal project unless the contractors are specifically exempted by the State of Tennessee.

Failure to examine any drawings, specifications, and instructions will be at bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications, and instructions or other documents, he should submit a written request for an interpretation to the Director of Finance. An interpretation of the document will be made only by addendum issued by the Director of Finance to each firm to whom an invitation was forwarded. The City will not be responsible for explanations or interpretations of bid documents except as issued in accordance herewith.

By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder, as the City of Athens does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).

Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Athens. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.

This Request for Bids will follow the below schedule:

Notice of Invitation to Bid	20th December 2017
Mandatory Pre-Bid Meeting	03 January 2018 2:00 PM Eastern
Deadline for Bid Submission	17 January 2018 2:00 PM Eastern
Opening of Sealed Bids	17 January 2018 2:01 PM Eastern
Evaluation of Bids	17 January – 24 January 2018
Recommendation of Award to Council for February Council Meeting	31 January 2018

Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.

## **SPECIFICATIONS 49-08**

REQUIREMENTS FOR DEMOLITION are as follows:

1. A demolition permit must be obtained before the structures demolished.
2. It shall be the responsibility of the Contractor to make all the required Tennessee One Calls and allow time for markings before any demolition work begins.
3. It shall be the responsibility of the Contractor to insure all utilities to the property have been disconnected and removed before demolition begins.
4. It shall be the responsibility of the Contractor to contact Athens Utilities Board for confirmation if the structure is on city sewer and to have the sewer capped.
5. The Contractor shall be responsible for damage to any underground or overhead utilities during the demolition process.
6. All demolition materials shall be taken to a Construction and Demolition, Class 3/4, approved landfill.
7. All structures are considered vacant; however, the contractor shall check each structure prior to beginning demolition.
8. The Contractor shall be responsible for any sprinkling of the site that may be required to prevent dust and other airborne particles.
9. Removal and transportation of debris and rubbish shall be in a manner that will prevent spillage onto pavement, roads, or adjacent areas. It shall be the responsibility of the Contractor to immediately clean such spillage.
10. All surface structures and sub-surface foundations shall be demolished and all debris shall be removed from the site.
11. If a driveway is present on the property, it shall be removed except for a 12 foot length to remain to access the property.
12. Contractor shall use and properly install any sediment and erosion control measures at the demolition site.
13. Contractor shall make sure streets are clean of any type debris immediately so as not to cause damage to any private vehicle or City street.

14. If there is block used in the crawl space of a structure, the block may be used as “fill”.
15. **Following the demolition, site clearing, and debris hauled to a landfill, contractor shall call Gene McConkey, Athens Building Inspector, at 423-744-2752 or Gayle Petitt, Codes Enforcement Officer, at 423-744-2753 for the approval of the “fill” in the hole prior to it being covered.**
16. Note that there is no tree removal required of this project.
17. It is not necessary to use topsoil as long as “good dirt” is used in which to plant the grass seed.
18. The demolition site shall be graded smooth and a mixture of Kentucky 31 Fescue and Annual Rye Grass shall be sown and covered with a layer of clean straw to protect sown seed and help prevent erosion.
19. Asbestos testing/abatement only if more than one of the properties is being demolished on the same block



**SECTION II – BID FORMS AND INSURANCE REQUIREMENTS**

***CITY OF ATHENS STANDARD INSURANCE REQUIREMENTS***

***AFFIDAVIT OF COMPLIANCE WITH A DRUG FREE WORKPLACE***

***BID COMPLIANCE FORM – RETURN ADDRESS SHEET***

***BID SUBMITTAL FORM***

## **CITY OF ATHENS STANDARD INSURANCE REQUIREMENTS**

1. Statutory Worker's Compensation Insurance
  - a. Employer's Liability:
    - Bodily Injury by Accident - \$100,000 each accident
    - Bodily Injury by Disease - \$500,000 policy limit
    - Bodily Injury by Disease - \$100,000 each employee

NOTE: WC coverage may be waived if the contractor is the sole proprietor only, with no employees, and can provide the City of Athens with an APPROVED I-5 form from the Department of Labor

2. Comprehensive General Liability Insurance
  - a. \$700,000 limit of liability per occurrence for bodily injury and property damage
  - b. Comprehensive form covering all owned, non-owned, and hired vehicles
3. Auto Liability Insurance
  - a. \$1,000,000 limit of liability per occurrence for bodily injury and property damage
  - b. Comprehensive form covering all owned, non-owned, and hired vehicles
4. City of Athens (and any applicable Authority) should be shown as an additional insured on General Liability, Auto Liability, and Umbrella Liability policies
5. The Cancellation provision should provide 30-day notice of cancellation
6. Certificate holder should read:

City of Athens  
815 N. Jackson Street  
Athens, TN 37303

7. Insurance company must have an A.M. Best Rating of A-6 or higher
8. Insurance company must be licensed to do business by the Tennessee Secretary of State
9. Insurance company must be authorized to do business in Tennessee by the Tennessee Insurance Department

REVISED 01/28/09

**AFFIDAVIT OF COMPLIANCE**

**WITH**

**DRUG-FREE WORKPLACE REQUIREMENTS OF**

**TENNESSEE CODE ANNOTATED, § 50-9-113**

(To be submitted with bid by construction contractor)

I, \_\_\_\_\_, president or other principal officer of \_\_\_\_\_, swear or affirm that

NAME OF COMPANY

the company has a drug – free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 50-9-113.

I have also reviewed the statement in this bid package of the City of Athens drug and alcohol testing program and affirm that I have a testing program for my employees that is at least as stringent as the City’s program.

\_\_\_\_\_  
President  
Or  
Principal Officer

For: \_\_\_\_\_  
Name of Company

**STATE OF TENNESSEE }  
COUNTY OF            }**

Subscribed and sworn before me by \_\_\_\_\_,  
President or principal officer of \_\_\_\_\_  
On this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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

My Commission expires: \_\_\_\_\_

**CITY OF ATHENS' TENNESSEE  
TCA 62-6-119  
BID COMPLIANCE FORM**

**FROM:**

**NOTE:** This form **MUST** be attached to the sealed envelope containing the bid.  
Failure to provide all of this information on the sealed envelope shall void such bid.

**PRIME CONTRACTOR'S IDENTIFICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TN License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Classifications \_\_\_\_\_

\_\_\_\_\_

BID Name \_\_\_\_\_ Bid No. \_\_\_\_\_

DATE OF BID \_\_\_\_\_ TIME \_\_\_\_\_

IS ENCLOSED BID LESS THAN \$25,000? Yes \_\_\_\_\_ No \_\_\_\_\_

**ITEM I OR II MUST BE COMPLETED IF THE BID EXCEEDS \$25,000**

**I. CONTRACTOR DOES NOT PLAN TO USE SUBCONTRACTORS FOR ANY PART OF THIS PROJECT.**

Signature – Contractors Representative \_\_\_\_\_

**II. REQUIRED SUBCONTRACTOR'S IDENTIFICATION**

**ELECTRICAL SUB-CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TN License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Expiration Date \_\_\_\_\_ Monetary Limit \$ \_\_\_\_\_

Classification \_\_\_\_\_

**II. Subcontractor's Identification, continued  
PLUMBING SUB-CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TN License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Expiration Date \_\_\_\_\_ Monetary Limit \$ \_\_\_\_\_

Classifications \_\_\_\_\_

**HVAC SUB-CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TN License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Expiration Date \_\_\_\_\_ Monetary Limit \$ \_\_\_\_\_

Classification \_\_\_\_\_

**ITEM III MUST BE COMPLETED IF MASONRY PORTION OF BID IS \$100,000 OR MORE (INC. MATERIALS AND LABOR).**

**III. REQUIRED MASONRY CONTRACTOR'S IDENTIFICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

TN License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Expiration Date \_\_\_\_\_ Monetary Limit \$ \_\_\_\_\_

Classification \_\_\_\_\_

Check here if you have any additional subs not listed on this sheet. All others, list on a separate sheet of paper and attach to the back of the bid submittal

**TO:**

**PURCHASING DIVISION  
CITY OF ATHENS  
815 N. Jackson Street  
P.O. Box 849  
Athens, TN 37371-0849**

## BID SUBMITTAL FORM

Demolition and site clearing cost for all structures shall include the items listed below as described in the attached Specifications No. 49-08.

- Total cost (haul charge) for all demolition materials to be taken to C and D, class 3 / 4 approved landfill.
- Preparation of area (grading and loosening soil, and spreading of topsoil) for seeding and straw.
- Seeding and straw, in place.

The following addresses are deemed by the City of Athens as unfit for habitation or use in general and based upon the testimony and exhibits received at hearing are therefore condemned and ordered to be demolished:

<u>ADDRESS</u>		<u>BID AMOUNT (\$)</u>
1.	608 McEll Street                      Athens, TN 37303	\$ _____
2.	910 Georgia Avenue                      Athens, TN 37303	\$ _____
3.	1111 Davidson Road                      Athens, TN 37303	\$ _____
4.	312 Scott Street                      Athens, TN 37303	\$ _____

TOTAL COST FOR DEMOLITION, SITE CLEARING, AND ALL OTHER DUTIES TO COMPLETE THE PROJECT AS DESCRIBED IN SPECIFICATIONS No. 49-08 OF ALL LISTED CONDEMNED STRUCTURES:

\$ \_\_\_\_\_

**Completion date shall be within one hundred eighty (180) days from award of contract.**

NOTICE: A LIQUIDATED DAMAGES PENALTY OF \$100 PER DAY WILL BE ASSESSED TO THE VENDOR FOR EACH DAY BEYOND THE STATED COMPLETION DATE.

SUCCESSFUL CONTRACTOR MUST COMPLY WITH ALL APPLICABLE WORKERS' COMPENSATION LAWS FOR THE STATE OF TENNESSEE. THE CONTRACT SHALL

SPECIFY THAT ANY SUCH CLAIMS BY EMPLOYEES OF THE SUCCESSFUL BIDDER SHALL BE AGAINST THE BIDDER ONLY, AND INDEMNIFY THE CITY. LIABILITY INSURANCE MUST PROVIDED THROUGHOUT THE ENTIRE CONTRACT PERIOD AS STATED IN THE ATTACHED "INSURANCE REQUIREMENTS" SHEET. THIS SHEET IS PROVIDED SO YOU MAY GIVE TO YOUR INSURANCE COMPANY TO IDENTIFY THE ACTUAL REQUIREMENTS. A CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH YOUR BID SUBMITTAL FOR YOUR BID TO BE CONSIDERED.

BONDS: Please note that for this bid a 10% Bid Bond is required by all bidders on bids \$25,000 or over and a 100% Performance and Payment Bond is required only on bids \$100,000 or over.

DRUG FREE WORKPLACE – Contractors with five or more employees must submit an affidavit that the contractor has a drug-free workplace to the extent required of government entities. This affidavit is included with these bid documents and must be signed by the principal officer of the company and returned with your bid proposal.

ALL BIDS MUST BE SEALED, PROPERLY IDENTIFIED, AND RETURNED WITH THE “BID RETURN ADDRESS SHEET” (BID COMPLIANCE FORM INCLUDED IN THIS BID PACKAGE) TAPED TO THE OUTSIDE FRONT OF THE ENVELOPE/PACKAGE THAT YOU ARE SUBMITTING.

The City of Athens reserves the right to reject any and all bids or waive any informalities and to accept any proposal deemed to be in the best interest of the City.

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

BY \_\_\_\_\_  
(Printed) (Signature)

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**SECTION III- EVALUATION AND AWARD PROCEDURES**

***EVALUATION CRITERIA AND REVIEW PROCESS***

***CONTACTS AND SUBMISSION DEADLINE***

## **EVALUATION CRITERIA AND REVIEW PROCESS**

### **A. Criteria**

The City will evaluate bids based on the needs of the City and its citizens. The following criteria will be used in evaluating each bid:

1. Compliance with all Conditions & Stipulations and Specifications 49-08.
2. Completion of all applicable forms included in this bid package.
3. Compliance with applicable State and Federal laws and regulations.
4. Cost.
5. Experience and Qualifications.

### **B. Review of Bids**

A Selection Committee will review all bids and make a recommendation based on the criteria established in this bid. Finalists may be brought in for interviews. The recommendation of the Selection Committee will be forwarded to the City Manager, who may concur in the selection and direct an agreement for services to be negotiated. Upon satisfactory negotiation of an agreement, the agreement will be presented to the City Council.

In the event an agreement cannot be negotiated with the highest ranked firm, the next highest ranked firm will be contacted for the purpose of negotiating an agreement for services; and so on down the list until a satisfactory agreement is negotiated or until the process is terminated by the city.

The City of Athens reserves the right to retain all bids submitted and use any idea in a bid submittal regardless of whether that bidder is selected.

The City will choose the bid that best fits its needs. The City is not obligated to award the agreement for services based on cost alone nor is the City obligated to award only one bidder.



## **CONTACTS AND SUBMISSION DEADLINE**

Sealed Bids will be accepted by the Purchasing Department, Athens Municipal Building, 815 N. Jackson Street, Athens, Tennessee 37303 until January 17, 2018, at 2:00PM EST.

All bids must include all the information required by law, including the name of the project and the bidder's name, address and license number, expiration date and classification on the bid compliance form on the outside of the bid envelope. Submit one (1) original and five (5) complete copies of the submittal, along with an electronic copy. Facsimile submittals will not be accepted. Late submittals will not be considered. It is the responsibility of the bidder to ensure that the submittal arrives at the correct location by the correct time.

Questions about this Request for Bid and submission requirements may be directed to:

James A. Gallup  
Purchasing  
Telephone: (423) 744-2780  
Email: [Purchasing@CityofAthensTN.com](mailto:Purchasing@CityofAthensTN.com)