**REQUEST FOR PROPOSAL**

**GENERAL DEMOLITION CONTRACTOR REQUIREMENTS**

**FOR**

104 E Kiracofe Ave

Parcel #36-1706-07-015.000

**INSTRUCTIONS TO BIDDERS**

**ALLEN COUNTY LAND REUTILIZATION CORPORATION (ACLRC)**

**DEMOLITION OF ACLRC-OWNED PROPERTY**

**PROJECT SUMMARY**

The ACLRC is seeking proposals to perform the demolition and removal of ACLRC-owned structures and/or with any accessory structures, including any trash or debris on the property. Attached to this document is Exhibit-A: Demolition Specifications, for each site.

1. **EXAMINATION OF SPECIFICATIONS & SITE**

**Before submitting each bid, each bidder shall carefully read the specifications and all other contract documents and may visit the site(s) of the work. Each bidder shall fully inform himself prior to bidding as to all existing conditions and limitations under which the work is to be performed, and shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the contract documents. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of each bid shall be construed as conclusive evidence that the bidder has made such examination.**

1. **PROPOSALS**

**Each individual proposal shall be submitted by fax to (419)-222-2543, by email to hlowry@allencountyohio.com , or in person to 301 N. Main Street, Lima, Ohio. All proposals shall be identified with the name of the bidder and the name of the project.**

Where a bidder is a corporation, proposals must be signed with the legal name of the State of Ohio incorporation and the legal signature of the officer authorized to bind the corporation to a contract.

1. **WITHDRAWAL OF BIDS**

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the opening of bids. All bids shall be held open for acceptance by the ACLRC for a period of seven (7) days after the date set for the opening thereof.

Contractor shall submit a proposal for the work stipulated in the RFP for the work they only are qualified to perform through previous experience and having responsible management. Each property (if there are several) shall be itemized to its individual cost, with a total cost for the entire project also included.

Contractor bids shall be valid for sixty (60) days.

1. **AWARD OR REJECTION OF BIDS**

The ACLRC reserves the right to accept or reject any or all bids, and to accept the bid that the ACLRC in its judgement deems the best bid.

1. **EXECUTION OF AGREEMENT & INSURANCE**

The bidder, to whom the contract is awarded by the ACLRC, shall within seven (7) days after notice of award and receipt of Contract forms from the ACLRC, sign and deliver to ACLRC all required copies of the agreement.

The contractor shall have in full force and effect during the performance of this contract, public liability insurance and in the case of subcontractors, carry a current Workers’ Compensation Certificate.

**At or prior to the delivery of signed agreement, the contractor shall deliver to ACLRC all applicable policies of insurance or insurance certificates as required by contract documents. All policies or certificates of insurance shall be in such form as approved by ACLRC before the successful bidder may proceed with the work.**

1. **INTERPRETATION OF CONTRACT DOCUMENTS PRIOR TO BIDDING**

If any person contemplating submitting a bid for the construction of the work is in doubt as to the true meaning of any part of the contract documents or finds discrepancies in or omissions from any part of the contract documents, he may submit to ACLRC a written request for an interpretation or correction thereof not later than seven (7) days before the bids are to be opened. Address all communications regarding this work to Haylee Lowry at 419-228-3700 Ext 8805 or hlowry@allencountyohio.com

1. **PROPOSAL DATE & DELIVERY**

Each individual proposal shall be faxed to 419-222- 2543, emailed to hlowry@allencountyohio.com , or delivered in person to the Allen County Auditor’s Office at 301 N. Main Street, Lima, Ohio. Proposals are due to the ACLRC no later than Friday August 30th, 2024 by 4:00 p.m.

**GENERAL STANDARDS**

1. **GENERAL PROVISIONS**
2. The Contractor shall comply with all laws, ordinances, regulations and rules promulgated by the City of Lima for the demolition of residential structures.
3. The Contractor will comply with all state and federal regulations governing residential single family (1-4 units) and commercial demolition.
4. **The Contractor is responsible for obtaining all required permits and inspections, including “Ten Day EPA Notice”.**
5. The Contractor will physically visit and inspect the site(s) prior to submitting a bid. Contractor should examine boundary/property lines that encompass the project.
6. The Allen County Land Bank shall be notified by phone or email at least 48 hours prior to the beginning of demolition. 419- 228-3700 ext. 8805 or hlowry@allencountyohio.com
7. The Contractor shall secure the site from trespassers at the commencement of the demolition, concluding at the completion of backfill, during all times when Contractor is not present, utilizing temporary fencing solutions, such as a snow fence.
8. All structures shall be removed unless specifically stated otherwise.
9. The Contractor shall know all Village of Elida regulations, township ordinances, and codes related to demolition activity.
10. The Contractor shall not utilize explosives or a wrecking ball in the execution of the demolition of the property.
11. The Contractor shall secure and have in full force and effect during the performance of this contract, public liability insurance and a current Workers’ Compensation Certificate (as applicable in the case of subcontractors).
12. All work under this contract is subject to inspection and acceptance by the ACLRC as to compliance with the specifications and any non-complying work or imperfect work and/or materials that is/are discovered before final acceptance shall be corrected or replaced immediately upon demand of the ACLRC staff, notwithstanding it may have been overlooked by interim inspection.
13. Any existing basement, pit, well or cistern shall be removed to an elevation of five feet (5’) below the existing grade and all material remaining shall be removed from the voids to present a neat appearance for inspection, prior to backfilling.
14. Concrete slabs more than five feet (5’) below grade shall be broken; all others shall be broken and removed.
15. All drains, sanitary or storm, shall be located and sealed with concrete or clay plugs, lain in mortar. Contractors shall notify the Village of Elida at (419)339-2811 so that all drains plugged may be located and recorded for future use.
16. Prior to beginning backfill operations, the contractor shall remove all wood, lath, plaster, or other deleterious material from area to be filled, and notify the Building Commissioner or Village Administrator, who will provide an inspector for preliminary inspection of the site, and approval to proceed with backfilling operations.
17. All basements, pits, wells, cisterns, or other open voids shall be filled with suitable materials as provided herein.
18. Brick, block, stone, or concrete may be used as fill material where it does not exceed twelve (12”) inches in its greatest cross-sectional dimension. All other material shall bank run gravel or earth.
19. Backfill must be tracked in as each load is delivered. **Contractor must not wait until the last load to track in.** Stone shale is not an acceptable backfill material. Top most layer must be graded level to site and in accordance with surrounding material. Final grade shall conform to the existing surrounding grade in such a manner as to present a neat well-drained appearance and to prevent water draining unnecessarily onto adjoining properties. Top layer must be gravel and debris-free.
20. All dead trees, brush, trash, junk, and debris shall be removed.
21. **Contractors shall take care to note all utilities are disconnected before demolition.**
22. All refuse removed from the site shall be disposed of at an EPA-approved landfill. Method of demolition shall comply with EPA Fugitive Dust Requirements, including all arrangements and costs for spraying water on demolition.
23. The Contractor shall provide a finished site that is level and free of all debris and trash, including along lot lines.
24. If indicated in Exhibit A for each property, IF Contractor is required to seed the site, Contractor shall seed the site with slow growing grass at a rate of 6 lbs. per 1,000 sq. ft. and provide a cover of straw. The Contractor is responsible for ensuring that grass is growing on the site and that the site is sufficiently level and debris-free. For winter projects, the Contractor is responsible for returning to the site when conditions allow and providing the above-described site finish. **A ten percent (10%) retainage may be held until site finish is completed.**

1. No payment will be made until contract is completed.
2. **INSURANCE REQUIRED**
3. Insurance requirements for demolition contracts are as follows, with the ACLRC named as an additional insured:
* Bodily Injury – Each Occurrence $1,000,000

Aggregate $1,000,000

* Accidental Death – Each Occurrence $1,000,000

Aggregate $1,000,000

* Property Damage – Each Occurrence $1,000,000

Aggregate $1,000,000

* As further required in the demolition contract (see attached Exhibit A)
1. **RECORD KEEPING**
2. Contractors must keep certified payroll documents on file for one (1) year for the affected projects as these may be occasionally requested as part of routine monitoring and compliance reviews.

ADDITIONAL SPECIFICATIONS FOR INDIVIDUAL

PROPERTIES IF NECESSARY:

1. ALL CONCRETE REMOVED
2. LOT TO BE LEVELED AND FINISHED WITH GRAVEL
3. DURING DEMOLITION, REMEDIATION OF ASBESTOS MUST BE COORDINATED WITH H&H ENVIRONMENTAL, (419)443-0539, BECAUSE OF THE LOCATION OF THE ASBESTOS.
4. ANY TRAFFIC DIVERSION DURING DEMOLITION MUST BE COORDINATED WITH THE APPROPRIATE AUTHORITIES.
5. MUST INCLUDE TENTATIVE START DATE.
6. MUST INCLUDE TENTATIVE COMPLETION DATE
7. **NON-COLLUSION & EEO COMPLIANCE AFFIDAVIT**

The undersigned bidder or agent, being duly cautioned and sworn, states under oath or affirmation, that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her (identified as “Organization” below), entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further states that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, free gift, commission, or thing of value on account of or in relation to such bidding.

The undersigned further states that the firm, company, corporation or partnership represented by him/her (identified as “Organization” below) has taken steps and shall continue to take steps to ensure it is in compliance with all relevant civil rights laws including but not limited to those dealing with equal employment opportunities and employment discrimination.

**OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FORGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024

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

Name of Organization

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

Title of Person Signing

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

Signature

**ACKNOWLEDGEMENT**

STATE OF OHIO; COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before me, a Notary Public, personally appeared the above-named and who swore or affirmed that the statements contained in the foregoing document are true and correct. Subscribed and sworn or affirmed to me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024.

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

Notary Public Signature

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