Request for Proposal
For
Demolition and Removal of Homes
And Property Clean-up
Otsego County, Michigan

BID 2016-04

Proposals for demolishing/removing two stick-built homes, several camper trailers, and removing all junk/debris on several properties will be received by Otsego County, Michigan to the attention of John Burt in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 by **Noon on Thursday, July 7, 2016.** Bids will be publicly opened and read at 1:30 p.m. on **Thursday**, July 7 in Room 212 at 225 W. Main Street, Gaylord, MI.

Any questions must be received by Friday, July 1, 2016 at noon.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

OTSEGO COUNTY

John Burt

John M. Burt
Otsego County Administrator

SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide proposals/bids for removing two county-owned homes along with removing all junk/debris at various properties.

   The following are the two homes to be demolished.
   - 611 Sharon Street, Gaylord 49735 (Bagley Township)
   - 11927 Fantasy Drive, Frederick 49733 (Otsego Lake Townhsip)

   The following are the properties that need to be cleaned up.

   - 9152 Shell Road, Johannesburg 49751 (Charlton Township)
   - Parcel 69-021-009-100-080-00 – No address: Pohutsky Trail, Johannesburg 49751 (Charlton Township)
   - 3548 Birchdale Drive, Johannesburg 49751 (Charlton Township)
   - 6499 Hickory Street, Johannesburg 49751 (Charlton Township)

   (See **Attachment A for photos**).

   This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

   All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than noon on Thursday**, July 7, 2016**. Proposals shall be sealed and clearly marked as BID 2016-04 on the outside, and sent to the following:

   John Burt, Otsego County Administrator
   225 W. Main Street, Suite 203
   Gaylord, Michigan 49735

   Bids will be publicly opened and read at 1:30 p.m. on Thursday, July 7 in Room 212 at 225 W. Main Street, Gaylord, MI.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.

4. **Inquiries:** Questions regarding the RFP should be directed to John Burt by calling 989-731-7527 or emailing to jburt@otsegocountymi.gov.

   Any questions must be received by Friday, July 1, 2016 at noon.

5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Michigan and acceptable to the County for the following:

   Commercial General Liability Insurance in the amount of $1,000,000.

   Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

   Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

   Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

   Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

6. **Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.

7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.

8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.

9. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

10. **Timeline:** Please include a project timeline with your bid response.

SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below. (See Attachment A for photos).

Note: Contractor must obtain any necessary permits including filing of Notice of Intent to Renovate. The cost of the permits should be built into the bid price. Note: <u>All work must be completed by July 31, 2016</u>.

A. 611 Sharon Street, Gaylord 49735. PID 69-011-690-010-013-01. and 11927 Fantasy Drive, Frederick 49733. PID 69-091-210-000-625-00.

   1. Demolish/Remove home and garage including removal of foundation walls.
   2. Filling in with clean dirt and leveling of ground. The site should be in appropriate condition for future construction.
   3. Removal of all furniture and trash/debris/junk found at the site.
   4. Cut/cap and lines linked to the home not referenced under County Responsibilities.
   5. Place appropriate grass seed at the site after removal of home and cleanup.

B. 9152 Shell Road, Johannesburg 49751. PID 69-022-018-300-005-04.

   1. Removal of all furniture and trash/debris/junk found at the site.
   2. Removal of back deck.

C. Pohutsky Trail, North of Waters Road, Johannesburg 49733. PID 69-021-009-100-080-00.

   1. Removal of campers (believed to be 3 campers) as well as any sheds and trash/debris/junk found at the site.

D. 3548 Birchdale Drive, Johannesburg 49751. PID 69-032-200-000-152-00.

   1. Removal of campers (believed to be 2 campers) as well as any sheds and trash/debris/junk found at the site.

E. 6499 Hickory Street, Johannesburg 49751. PID 69-023-220-000-376-00.

   1. Removal of camper as well as any sheds and trash/debris/junk found at the site.

COUNTY RESPONSIBILITIES

1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.

2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

3) County will be responsible for cutting/removing any gas or electric lines and meters.

4) County will be responsible for asbestos surveys (under way) and the removal of asbestos prior to demolition.

SECTION V. BID/PROPOSAL FORM

BID 2016-04

The undersigned proposes to furnish Building Demolition Services for Otsego County in accordance with the attached specifications stated herein for the price listed below.

TOTAL PROJECT COST (all sites) $ _____

Cost by Location is needed for assignment of costs to associated properties.

1. 611 Sharon Street, Gaylord 49735. $ _____
2. 11927 Fantasy Drive, Frederick 49733. $ _____
3. 9152 Shell Road, Johannesburg 49751. $ _____
4. Pohutsky Trail, North of Waters Road, Johannesburg 49733.

   $ _____
5. 3548 Birchdale Drive, Johannesburg 49751. $ _____
6. 6499 Hickory Street, Johannesburg 49751. $ _____

COMPANY NAME: _____

ADDRESS: _____

_____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

ATTACHMENT A

1. 611 Sharon Street, Gaylord 49735. PID 69-011-690-010-013-01.

200-020-00
000-001-00
000-011-01
300-005-06
CHARLES BRINK RD W
248
350.
100.
180
133.08
75
2957.24
2388.57
100-010-02
200-015-00
011-690-010-013-01
BOTRUFF, PATRICIA M
611 SHARON ST
GAYLORD 49735
more details...
2194
BURBANK ST
002-003-00
RADIENCE ST
ROSEMARY ST
BLUFF VIEW AVE
GOLDFINCH ST
MODESTO ST
COLEUS ST
SHARON ST
FLORA DORA ST
OLD 27 S
OLD 27 S
300-005-01
WAH WAH SOO DR.
OTSEGO LAKE

2. 11927 Fantasy Drive, Frederick 49733. PID 69-091-210-000-625-00.

Otsego County
Map Viewer
Overview Map
Map Controls
Search
091-210-000-625-00
KASHWICK - KASHWICK
11527 FANTASY DR
FREDERIC, 49733
more details...
WARLETT RD
100-005-00
100-005-02
100-005-01
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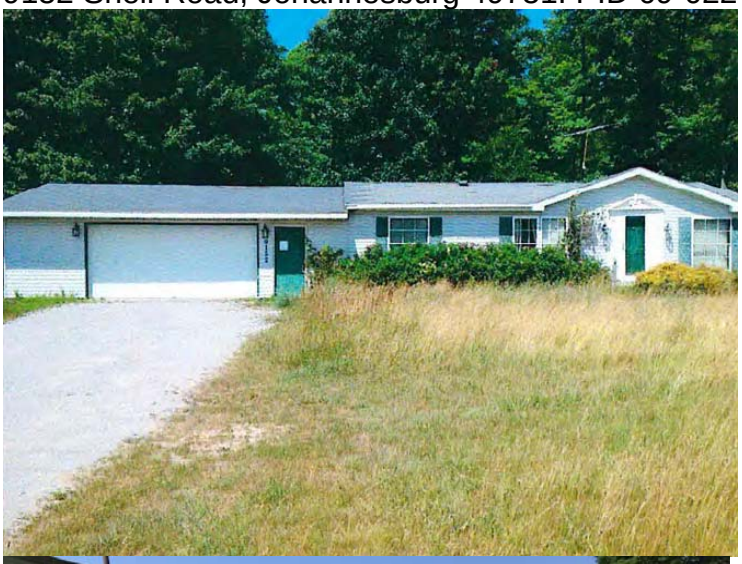
100-005-42

3. 9152 Shell Road, Johannesburg 49751. PID 69-022-018-300-005-04.



4. Pohutsky Trail, North of Waters Road, Johannesburg 49733. PID 69-021-009-100-080-00.

5. 3548 Birchdale Drive, Johannesburg 49751. PID 69-032-200-000-152-00.

Otsego County
Map Viewer
M 32 E
033-200-000-152-00
GLOVER, EUGENE ET UX
3548 BIRCHDALE DR
JOHANNESBURG 49751
more details
BIRCHDALE DR
COOL WATER AVE
HAYLEMOOD DR
NORTHVALE DR
GRAND RIVER DR
PINE RIDGE DR
WALLEYE DR
LAKE OTSEGO
TANK TRL
400-005-00
400-005-01
400-005-02
400-010-00
400-015-00
400-020-00
400-025-00
400-030-00
400-035-00
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6. 6499 Hickory Street, Johannesburg 49751. PID 69-023-220-000-376-00.

Otsego County
Map Viewer
Map Contents
Search
Overview Map
023-220-000-370-00