



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: Demolition and Clean-Up of Various Buildings, Structures, & Contents
DATE: May 9, 2020

Notice is hereby given that the City of Milton will receive sealed bids for **Demolition and Clean-up of Various Buildings, Structures, & Contents at 3 different locations**. The bid documents contain the necessary information for preparing and submitting your bid for this effort.

Bid information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join.)

All bidders must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, June 10, 2020 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

A PRE-BID MEETING & SITE VISIT (**mandatory**) will be held on Wednesday, May 27, 2020 at 8:00 a.m. at Milton City Hall, 6738 Dixon Street, Milton, FL 32570.

Contact Mr. Randy Hoyt by phone at (850)377-4248 or email at RHoyt@MiltonFL.org

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to Purchasing@MyMiltonFlorida.com no later than one (1) week prior to the bid due date, or by Wednesday, June 3, 2020 at 2:00 p.m. Answers will be posted by Friday, June 5, 2020 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR BIDS

ITB 2020.02 Demolition and Clean-up of Various Buildings, Structures, & Contents

I. **Deadlines/Dates:**

- Invitation to Bid Published: Saturday, May 9, 2020
- Pre-Bid Meeting (**Mandatory**): Wednesday, May 27, 2020 @ 8:00 p.m. (CST)
- Questions Deadline: Wednesday, June 3, 2020 @ 2:00 p.m. (CST)
- Answers Posted by: Friday, June 5, 2020 @ 2:00 p.m. (CST)
- **Bids Due:** **Wednesday, June 10, 2020 @ 2:00 p.m. (CST)**

II. **Contact Information:**

Contact: Diane Ebentheuer, Purchasing Officer, Phone (850) 983-5438
Email: Purchasing@MyMiltonFlorida.com
Contact: Randy Hoyt, Facilities Department Head, Phone (850) 377-4248
Email: RHoyt@MiltonFL.org

III. **Bids Must be Complete and Include:**

1. Bidders Declaration (page 3-4)
2. Bid Form (page 5)
3. Copy of Demolition License
4. Drug-Free Workplace Form F.S. 287.087 (**City Website**)
5. Non-Collusion Affidavit (**City Website**)
6. Conflict of Interest Disclosure Form (**City Website**)
7. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. **Copies:** Please provide four (4) copies of your bid. Faxed or emailed proposals are **not** accepted.

V. **Sealed bids can be mailed to:**

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Bids must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED BID * DO NOT OPEN

Sealed ITB#: 2020-02

ITB Title: Demolition & Cleanup of Various Buildings, Structures & Content

DUE DATE/TIME: Wednesday, June 10, 2020 @ 2:00 p.m. (CST)



BIDDER'S DECLARATION

ITB 2020.02 Demolition and Clean-up of Various Buildings, Structures, & Contents

The firm/bidder understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the proposal process.
4. The City of Milton is exempt from sales tax
5. The City of Milton will receive sealed bids from interested parties at its offices located at City Hall, Milton, Florida. Any bid received after the bid deadline will **not** be considered.
6. Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
7. The City of Milton may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.
8. The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
9. Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.
10. Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
11. **NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
12. The successful bidder will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - Drug Free Workplace Declaration
 - Prompt Payment Affidavit
 - W-9 Taxpayer Identification Number
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.

13. That they have carefully read and fully understand the full scope of the specifications.
14. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
15. All bidders are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
16. That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance – if required. (A declaration of insurance form must be provided before any work will begin.)
17. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, DNobles@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
18. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening but may not be withdrawn after such date and time.
19. That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
20. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.
21. Recommendations are posted on city web page via agendas prior to award.
22. Any protests are handled per F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone _____	Email _____
Contact Name _____	Title _____
Company Representative <u>Signature</u> _____	Date _____

BID FORM

ITB 2020.02 Demolition and Clean-up of Various Buildings, Structures, & Contents

DEMO Address: 6876 Quinn Street, Milton, FL 32570 (AKA – MARINA Building)	
Parcel # 03-1N-28-2530-00700-0177	Bid Amount \$ _____
DEMO Address: 6866 Quinn Street, Milton, FL 32570 (mobile home)	
Parcel # 03-1N-28-2530-00700-017B	Bid Amount \$ _____
DEMO Address: 5342 Broad Street, Milton, FL 32570 (4 homes, & 1 garage)	
Parcel # 03-1N-28-2530-00700-0010	Bid Amount \$ _____

Special Price if all 3 locations are awarded to the same vendor \$ _____ TOTAL

License # _____ (attach a copy)

Acknowledgement of Addendums: _____ (list numbers or N/A)

Additional Costs, Special Exceptions, Notes or Comments:

- **Prices are valid for sixty (60) days from time of opening.**
- **Project completed within sixty (60) days, unless otherwise agreed upon.**
- **Failure to comply with any regulation will result in a citation being issued according to each violation.**
- **We reserve the right to award each location separately.**

The undersigned agrees to the above terms and conditions.

BIDDER: _____

Company Name

Address/City/Zip

Phone

Email

Contact Name

Title

Company Representative Signature

Date

*******Below to be filled out by the City of Milton*******

_____ Date

Accepted by City of Milton _____

PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS
ITB 2020.02 Demolition and Clean-up of Various Buildings, Structures & Contents

A. General Information & Locations:

The City of Milton is seeking a qualified firm for Demolition and Clean-up of Various Buildings, Structures, and Contents within the City of Milton:

- DEMO Address: **6876 Quinn Street, Milton, FL 32570 (AKA – MARINA Building)**
Parcel # **03-1N-28-2530-00700-0177**

- DEMO Address: **6866 Quinn Street, Milton, FL 32570 (mobile home)**
Parcel # **03-1N-28-2530-00700-017B**

- DEMO Address: **5342 Broad Street, Milton, FL 32570 (4 homes & 1 garage)**
Parcel # **03-1N-28-2530-00700-0010**

B. General Project Demolition & Specifications:

GENERAL

1. These specifications cover demolition of all structures on the property.
2. It is the intent of these specifications to ensure that the demolition, material removal and site clean-up be performed within a reasonable time, and in so doing, to ensure no liabilities to the City of Milton or its representative.
3. No work shall commence without first obtaining approval from the applicable governmental agencies.
4. **Asbestos reports for all 3 locations were performed and are attached with the Property Appraiser's Data and maps.**

CONDITIONS

1. Work shall not commence until a demolition permit is issued and the demolition contractor is licensed and insured.
2. Demolition permits are issued, with city development approval, by the Santa Rosa County Building Department, and other agencies as may be required.
3. Demolition of the structure(s) will proceed in a workmanlike manner:
 - a. Erosion and sedimentation control measures necessary to contain sedimentation throughout demolition process must be taken.
 - b. Contractor must use the application of water in an amount, quantity, and fashion which will, during any demolition activities, sufficiently retain dust and debris on site.
 - c. All parts of the structure(s) to be removed and disposed of properly, including but not limited to brick, block, timbers, concrete slabs, steps, footing, etc. **Note: Marina foundation will remain.**
 - d. Removal and proper disposal of any and all existing chain link fencing materials.
 - e. At no time shall any materials be stored on public property.
 - f. Contractor is responsible for the removal of all structures and appurtenances including, mailboxes, weathervanes, fencing, and other items.
 - g. Suitable barricades and other shielding shall be used to protect the public. At the end of every day, the remainder of the structure shall be left in a stable condition with no unsupported walls, roofs, or other elements.

4. It is the job supervisor’s responsibility to ensure that all utilities to the structure(s) shall be disconnected at a minimum of 72 hours prior to demolition by contacting Florida Sunshine Services at 611 to provide locates of service utilities.
5. The City of Milton is responsible to have all utilities terminated.

SITE CLEAN-UP

Site clean-up is an integral component of the demolition. No trees or shrubs are to be disturbed unless previously agreed to. Specific requirements include but are not limited to:

1. All footings, foundations or other at-grade items are to be removed to twelve inches (12”) below the grade level unless otherwise specified.
2. Any excavations relating to removal of structure(s) shall be spread and graded. No natural hills or mounds of earth are to be spread or moved.
3. Unnatural protrusions for the earth shall be removed and the property shall be left in a “safe” condition.
4. All disturbed soils must be seeded with bahia seed and covered with hay.
5. All silt fencing must be removed upon completion of the project.

FINAL INSPECTION

Final inspection shall be required and called for by the supervisor of the project. The project supervisor, the City of Milton’s Assistant Planner/Mitigation Specialist, Tim Milstead, and the owner of the property shall be present, if possible.

Failure to comply with any regulation(s) will result in a citation(s) being issued according to each violation.

C. Licenses:

Demolition License is required.

D. Insurance Requirements:

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

1. Commercial General Liability - ISO CG 001 Form or equivalent.

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000

2. Automobile Liability

Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory

3. Workers' Compensation

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability):	
➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

E. Resources:

(See attached property appraiser data; and asbestos reports for all 3 locations.)