



Invitation to Bid – Demolition Services

1. **SCOPE** –The City of Columbia is participating in a grant program through the State of Tennessee which will make funds available to demolish structures within the City that cannot meet current building codes. The owners of the identified properties have elected to participate in the program. The following list of properties has been identified as eligible for participation in the program. The City is requesting bids for demolition for these properties only.

508 Hardwick Ave
1027 S. Glade St.
310 E. 11th St
302 West 3rd St
106 Pratts Alley
314 East 11th St
214 Hill St
105 W 18th St

417 East 9th St
507 White St
600 East 11th St
403 East 10th
804 Eastland Dr
817 EastView Dr
509 W. 2nd St
819 Eastland Dr

2. **BID INSTRUCTIONS** – Sealed bids will be received by the Purchasing Agent, City Hall, 700 North Garden St. Columbia TN 38401 until, but no later than **October 20, 2016, 10:00 a.m.** If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please notify the Assistant Finance Director, Danny King at (931) 560-1580.

Bids shall be an all inclusive price for labor, materials, supplies, equipment, and profit and overhead required to perform the requested scope of work according to the terms and condition this request for bid.

The bid envelope shall conform to the requirements of T.C.A. 62-6-119; whereas, bids of \$25,000 or more shall display on the outside of the envelope the name of the contractor, license number, date of expiration and license classification.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Manager's Office. Bidders are responsible for ensuring that their bids are stamped by City Manager's Office personnel before the deadline indicated. Late bids received will be so noted in the bid file. Faxed bids will not be accepted.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited. The City of Columbia is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color or national

origin nor does it excluded from participation in, or denies the benefit of any program or activity receiving federal financial assistance.

3. GENERAL CONDITIONS

- a. **Acceptance of Bids:** The City of Columbia reserves the right to reject any and all bids, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge, in any bid, insofar as such technicality or defects do not legally, materially or substantially change such bid. The said City, unless otherwise specified by the bidder, reserves the right to accept any item on bid.

If the bidder fails to state the time within which a bid must be accepted, it is understood and agreed that said City shall have ninety (90) days from bid opening date in which to accept bid.

- b. **Error in Bid:** In case of error in the extension prices in the bid, the unit price governs. No bid shall be altered, amended or withdraw, unless the acceptance date has expired, after the opening date of bids. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.
- c. **Signatures on Bids:** Each bid must contain the full name and business address of the bidder. Any person signing a proposal sheet for himself or as agent, employee or officer of another must show his title and, if requested by the City shall furnish proof of his authority to make such proposal.
- d. **Bid Sheets:** Bidders shall use the bid sheet(s) furnished by the City. Failure to submit this sheet as required may render the bid invalid. Bid sheets must contain prices on per unit and aggregate basis and the total amount of the bid must be stated on the bid sheet.
- e. **Federal or State Sales, Excise or Use Tax:** Every bid shall separately state and set forth, therein the amount of any and all Federal and State sales, excise or use taxes included in the bid prices. If any such taxes are included in the prices bid, the City reserves the right in making the award to deduct any amount of such taxes thereof. Where labor is required, the bidder shall state separately the amount of labor and materials.
- f. **Compliance:** Contractor shall abide by all federal, state and local laws and statues and obtain all permits required in item o of these conditions. Neither the contracting firm nor its principals shall be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- g. **Specifications:** It is understood that reference to attached specifications shall be sufficient to make the terms of such specifications binding on the contractor. In some instances, the name of the manufacturer, a special brand, or make of an item is used in describing the item or items desired; but this does not restrict the bidder to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article or service desired; but the articles or service on which the proposal are submitted must be equal to that specified, and a statement to that effect shall be made a part of the proposal. Where conflict occurs between the requirement or the General Conditions and the specifications, the requirements of the specifications will govern.
- h. **Inspection:** Final inspection and acceptance or rejection will be made at the time of completion, but all work and workmanship shall be subject to inspection and test at all times and places. The right is reserved to reject work that contain defective material and workmanship. Rejected work shall be corrected at the expense of the contractor promptly after notification of rejection. The City shall not be obligated to pay the full price for any items that do not meet specifications.
- i. **Bid Opening:** Bids may be mailed or delivered to the Purchasing Agent in the City Manager's Office of the City of Columbia, Tennessee. All bids will be opened and publicly read at a time specified on the

Bid Sheet. Bids received after the specified time for opening, as shown on the invitation to bid, will not be accepted.

- j. **Cancellation:** The City reserves the right to cancel an accepted bid or contract in whole or in part due to nonperformance or defective products.
- k. **Permit Requirements:** Successful bidder will be responsible for securing any necessary permits for complying with all required inspections whether local state or federal.
- l. **Financial Statements:** Financial statements will be submitted upon request.
- m. **Complaints – Vendors**

Vendors shall have the right to present a complaint, dispute or grievance concerning unfair treatment, contracts, deliveries, payments, restrictions, and other incidents. The following steps are intended to provide uniform procedures for a vendor to express a problem and obtain remedy.

- a. Step One - Vendor must file a grievance with the Purchasing Agent for the City of Columbia no later than seven (7) calendar days after the occurrence of the dispute or incident. The complaint must be in writing and include all supporting data and desired solution or remedy. The Purchasing Agent will review the complaint with the user department and provide a written reply within forty-five (45) days to the vendor.
 - b. Step Two – If the vendor is not satisfied with the Purchasing Agent’s response, the vendor may appeal in writing to the City Manager, who shall with the advice of the Purchasing Agent and/or City Attorney, make a written determination to all parties involved. The City Manager’s decision shall be final.
3. SPECIAL CONDITIONS - The City has not determined if hazardous materials exist in this structure. It shall be the contractor’s responsibility to inspect the building for the existence of hazardous materials and provide for all documentation and removal as may be required by State of Tennessee or Federal Laws.
4. INSURANCE - Contractors shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City from claims which may arise out of or result from the vendor’s execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner, the City and the general public from any and all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above.

Bidders shall proof of Insurance with the bid.

The following insurance requirements are the minimum that will be acceptable:

Worker’s Compensation Insurance – State statutory limits.

Commercial General Liability – Including products and completed operations coverage and contractual liability on the amount of \$1,000,000 CSL (combined single limit).

Commercial Automobile Liability including owned, non-owned and hired car in the amount of \$1,000,000 CSL.

5. LAWS, TAXES AND INDEMINIFACTON - The successful Contractor shall comply with all applicable local, State and Federal laws. The vendor is further responsible for all taxes, including employment taxes, associated with providing services under this contract. The Vendor agrees to hold harmless and indemnify the City for any and all losses the City may sustain as a results of the actions of the Vendor, his employees, or any subcontractors hired under any resulting award.
6. PAYMENTS – Payments will be made after completion all work, inspection of the site by the City of Columbia Development Services Department and according to the following process.
 - a. Request inspection of all completed work from the Development Services Department .
 - b. Submit a proper invoice to the City of Columbia Development Services Department – Codes Division, 700 North Garden Street Columbia, TN 38401.
 - c. Approved invoices submitted to State of Tennessee for approval and release of funds.
 - d. Within three days after City receives funds from the State.
7. REQUIREMENTS - The following guidelines for demolition and site work shall be applied to any and all identified structures herein
 - a) Any existing electric service to the structure must be disconnected and properly removed.
 - b) Any existing water service to the structure must to turn off at the meter.
 - c) Any existing sewer connections must be capped off and, if septic tank exists, it must be filled in or removed.
 - d) No structure shall be demolished by use of fire or explosives.
 - e) Bidder will be responsible for any and all damages to neighboring properties, streets and sidewalks not included as part of this bid.
 - f) All demolition debris shall be disposed of in a landfill designated for construction or similar debris. Copies of receipts, load tickets or other similar document issued by the landfill shall be included with and attached to the final invoice as documentation of proper disposal.
 - g) The property, after demolition and debris removal, shall be graded and contoured to the surrounding area. Graded areas shall be seeded and straw applied to prevent erosion.
 - h) Demolition shall be done between the hours of 7:00 AM and 7:00 PM, Monday through Saturday.
 - i) All work shall be done within 45 days after notification to proceed unless the time is specifically extended by the City due to weather conditions. Notice to proceed will be issued by the City of Columbia Codes Department.
 - j) Site inspection prior to bid is strongly encouraged although not required; however, conditions discovered after the bid opening that should have been reasonably found on site inspection shall not be grounds for a change in the bid price.
 - k) Bid envelopes shall conform to Tennessee Code annotated 62-6-119 requirements for bids of \$25,000.00 or higher. For bids under \$25,000, the contractor license number shall be included inside the bid envelope.
 - l) Bidders shall be properly licensed by the State of Tennessee to perform all required work
 - m) A permit to demolish shall be obtained for the work from the City of Columbia prior to commencing any work

8. BID AWARD

The City of Columbia reserves the right to award the bid to either a single contractor or to multiple contractors based upon site locations as may be deemed to be in the best interest of the City.

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BID SHEET –Demolition of Property

Property Identification	MAP #	Total Bid
508 Hardwick Ave		
1027 S. Glade St.		
310 E. 11th St		
302 West 3rd St		
106 Pratts Alley		
314 East 11th St		
214 Hill St		
105 W 18th St		
417 East 9th St		
507 White St		
600 East 11th St		
403 East 10th		
804 Eastland Dr		
817 EastView Dr		
509 W. 2nd St		
819 Eastland Dr		
TOTAL		

In compliance with this Invitation for Bid for Demolition Service, and subject to all conditions thereof, the undersigned offers and agrees to demolish and remove the identified structures at the price quoted above.

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under the Laws of the State of Tennessee or the United States. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines, prison sentences, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

I further certify, by submission of this bid, that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Complete Legal Name of Firm: _____

Signature: _____ Title _____

Name (type/print): _____ Date: _____

Address: _____

FEIN or SSAN: _____ License # _____

Name on License: _____ Expiration Date _____