

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY

INVITATION TO BID

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is accepting sealed bids for demolition of properties with specifications stated herein.

Bidder shall return bids in **SEALED** envelope to:

City of Morristown
Attn: Ashley Ahl, Purchasing Assistant
100 West First North Street
Morristown, TN 37814

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

| | |
|----------------------------|--|
| DATE ISSUED: | Thursday, September 27, 2018 |
| BID TITLE: | Demolition of Property |
| BID DEADLINE DATE & TIME: | Thursday, October 11, 2018 at 1:00 P.M. Eastern Time (local prevailing time) |
| BID OPENING LOCATION: | Morristown City Center, Training Room, 1 st Floor |
| MANDATORY PRE-BID MEETING: | Thursday, October 4, 2018 at 1:00 P.M. Eastern Time (local prevailing time) |
| BID CONTACT: | Ashley Ahl, Purchasing Assistant |
| CONTACT PHONE: | 423.585.4622 |
| CONTACT EMAIL: | purchasing@mymorristown.com |

Signature of Authorized Representative: _____

Name of Company: _____

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY

TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED BID SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
 - b. Complete, bound, COPY of sealed bid.
 - c. All bids shall be submitted SEALED, envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of Firm's IRS W-9 Form.

2. **BIDS RECEIVED ON TIME.** Bids and amendments thereto, if received by the City of Morristown's Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Morristown's Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. **ANTI-COLLUSION.** The Bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month's statement being received in the City of Morristown's Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your bid by the City of Morristown is not to be construed as an award for services.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed bid request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The Bidder shall keep fully informed of all Federal, State, and Local laws, ordinances, and regulations that in any manner affect the conduct of the work. The Bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the Bidder, the Bidder's subcontractors, suppliers, or others by the Bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The Bidder understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the Bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The Bidder agrees to comply by the execution of the "Bidder Initial" located at the bottom of the page
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the Bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the Bidder. The Bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug-free workplace.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
23. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective Bidders. The Bidder shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any proposal based on unsatisfactory past performance.
26. **IRAN DIVESTMENT ACT.** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

Demolition of Property Specifications

The City of Morristown is requesting bids for the demolition of several properties that have been determined unfit for human occupancy and ordered to be razed in compliance with City of Morristown ordinances. The selected firm(s) will be responsible for razing the following structures; removing debris; restoring vacant property to grade; seeding to provide adequate coverage.

A **mandatory** Pre-Bid meeting will be held in the Training Room of the Morristown City Center on Thursday, October 4, 2018 at 1:00 P.M. After the awarding of bid Chief Building Official, Greg Ellison, will be the City's contact and representative for the demolition project.

The successful bidder should possess a broad expertise in demolition to include any of the following:

- A. Providing guidance and participation in the planning of projects related to the demolition of several buildings.
- B. Creating, reviewing and revising demolition and clean-up plans.
- C. Preparing necessary reports for the City related to the progress of demolition.
- D. Providing project management and inspections during the preparation, demolition, and clean-up.
- E. Providing other related services as requested by the City of Morristown.

Qualifications and Requirements

A detailed description of the primary contact's background, as well as the company's background and previous experience shall be included. Additional background information should be included for any key personnel that will be working with the City.

In the event that portions of the work are to be subcontracted, details of such shall be furnished with the same information as required of the bidder.

The successful bidder shall comply with all of the following requirements and outline in detail the manner in which they would work with the City to fulfill the City's needs.

- A. Proof of licenses and certifications.
- B. Availability and ability to perform and coordinate the work with all involved in the project.
- C. Ability to communicate and work effectively with the City of Morristown and its staff with respect to any of the services required.

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY

- D. Thorough knowledge of the demolition discipline and demolition debris removal, including disposal of any hazardous materials, if found on site.
- E. Ability to submit reviews, reports, and inspection results in writing and in a timely manner to the City of Morristown, if requested.
- F. The successful bidder or their representative shall attend any regular or special meetings, as requested by the City of Morristown.
- G. Successful bidder shall acquire all necessary permits needed to complete the project at bidder's own cost. This includes but is not limited to a demolition permit. All licenses and permits must be included with bid submission.
- H. Properly notify utility providers of the pending demolition and ensure the disconnection of utilities, gas, electric, and any other utility of the building if needed. The Chief Building Official shall be provided proof of the disconnection of all utilities **before** any work begins.
- I. Ability to demolish and remove main structure, accessory structures, footings, concrete slabs, driveways, basements, etc.
- J. Successful bidder shall carefully clean and keep project site clean from rubbish and refuse and furnish the City with documentation regarding the proper disposal of all rubbish, refuse, and any other debris.
- K. The successful bidder shall keep the surface of the sidewalks and streets affected by its work in a clean and safe condition.
- L. There shall be no fires of any kind or burning of any debris.
- M. Re-seed or plant anew any grass plot(s) disturbed, as well as any shrubbery or trees not specified for removal. Bidder shall be responsible for maintaining until vegetation is established.
- N. Any exposed basements or crawl spaces below finished grade shall be filled with suitable fill dirt to existing finished grade.
- O. Remove all brush and vegetation smaller than 6" in diameter and measuring 24" above ground level. Boundary line requirements will be defined as discussed during the pre-bid meeting.
- P. Any debris falling onto neighboring property must be immediately removed.
- Q. Final inspection of job site must be completed before any equipment is removed.
- R. All inspections will be made Monday – Friday between 8:00 a.m. and 3:00 p.m.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

Insurance

A. Liability Coverages

1. The Successful Bidder shall furnish at his own expense and keep in full force during the terms of this contract the following coverages which shall list the City as an additional insured:
 - Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
 - Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
 - Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.

2. Worker's Compensation Compliance

Successful Bidder shall also comply with all requirements of the Workers' Compensation Law and shall at his own expense, maintain such insurance, including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him.

B. Certificates of Insurance

Upon award bidders shall provide to the City complete certificates of insurance to meet the above requirements. Policies shall be endorsed to provide the City at least 30 days written notice of reduction, cancellation or intent not to renew coverages as called for above.

If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Successful Bidder must cease work on this bid.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

Dilapidated Properties

The demolition of each of the following properties shall be complete within (30 days) of contract approval and is to be completed no later than November 15, 2018. Bidder may bid on each individual property. Bidder is not required to bid the entirety of properties listed. Please note that the properties listed below are subject to change due to the time of bid being let and approval of bid. Should a property owner bring a property into compliance or raze the structure themselves the property would be eliminated from the list. As stated in the Terms and Conditions the City is authorized to award in whole or in part and to waive any informality if it is determined to be in the best interest of the City of Morristown.

| | |
|---------------------------------------|----------|
| 416 East 1 st North Street | \$ _____ |
| 709 Talbott Street | \$ _____ |
| 1021 Ridgecrest Street | \$ _____ |
| Total: | \$ _____ |

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the Bidder agrees that he/she has not divulged to, discussed, or compared his/her bid with other Bidders and has not colluded with any other Bidder or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed bid invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the Bidder or the Bidder's authorized agent. All signatures must be original and not photocopies.

| | |
|---|--|
| COMPANY NAME: | |
| CONTACT PERSON: | |
| CONTACT PERSON TITLE: | |
| SIGNATURE OF AUTHORIZED REPRESENTATIVE: | |
| FEDERAL TAX ID # (or Social Security #, if applicable) | |
| STREET ADDRESS: | |
| CITY, STATE, ZIP: | |
| TELEPHONE NUMBER: | |
| FAX NUMBER: | |
| EMAIL: | |
| DATE: | |

****By signing this form, the Bidder signifies understanding and agreement with the City of Morristown's Terms and Conditions.**

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID –DEMOLITION OF PROPERTY**

EXCEPTIONS

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

| | |
|---|--|
| FIRM NAME: | |
| AUTHORIZED REPRESENTATIVE: (printed) | |
| AUTHORIZED REPRESENTATIVE: (signature) | |
| DATE: | |

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

| | |
|---|--|
| FIRM NAME: | |
| AUTHORIZED REPRESENTATIVE: (printed) | |
| AUTHORIZED REPRESENTATIVE: (signature) | |
| DATE: | |
| EXCEPTIONS TO NOTE: | |
| | |
| | |
| | |

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID -DEMOLITION OF PROPERTY

THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY,OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

.....

(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____