CITY OF KINGMAN
PUBLIC NOTICE
REQUESTS FOR PROPOSALS [RFP]
FOR DEMOLITION ABATEMENT PROJECT

The City of Kingman hereinafter referred to as City, will accept bids from qualified firms or individuals with *a B, KB1, KB2 or CR57 contractor's license* as issued by the Arizona Registrar of Contractors to perform the following services:

PROJECT LOCATION

Description of property:
552 Park Street, Kingman, AZ 86401
APN: 303-09-072A
Legal Description: KINGMAN TOWNSITE BLK 28 LOTS 26 & 27 AND A PORTION OF PARK ST

PROJECT DESCRIPTION

Complete Demolition and removal of all structures on the parcel, including the single family residence, covered porch, and any and all cement slabs, footings, foundations, wood deck, and all miscellaneous building materials on site; The proposal shall include the City of Kingman $47 Demolition Permit fee, all taxes, permit fees required by other Authorities Having Jurisdiction [AHJ], and all dump & disposal fees. Any existing parcel perimeter fence separating private property shall be left in place and intact as it currently is. The proposal shall include:

1. Demolition & removal of the 926 sf single story house; and
2. Completely remove the electric service; and
3. Cap the sewer yard line for the residence; and
4. Shut off the water meter, if installed; and
5. Leave the parcel surface free of pits, holes and relatively level with adjacent lots, and
6. Remove all weeds, building materials, belongings and debris from the property.

Notes:

1. Any and all building materials or building contents may be salvaged by the authorized contractor.
2. An **asbestos survey testing report** has been completed for this building and is attached to this RFP. **Asbestos materials were discovered in the structure.**

IMPORTANT INSTRUCTIONS TO BIDDERS

The Contractor shall furnish all materials, labor, equipment, services, transportation and shall perform all the work for the project listed above. Any qualified project proposal $50,000 or more will be awarded by Kingman City Council at a regular City Council meeting on a date yet to be determined. Qualified project proposals less than $50,000, if accepted, will be awarded within five working days of the bid opening date.

It is preferred that the project be completed in 45 days or less after signing the contract. The successful proposer shall comply with all local, state and federal safety and environmental requirements. The project shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations. Bidders may contact Jim McErlean at (928) 753-8136 or Sherie Sixkiller-Wing at (928) 753-8581 with any questions regarding this bid document. No additional documents are required to bid other than this completed and signed RFP. No other documents will be accepted at the time of bid submittal. Note: Be aware of the **Asbestos Report** included with this RFP.

INSURANCE

CONTRACTOR agrees to purchase and maintain at CONTRACTOR's expense, insurance with companies duly licensed to do business in the State of Arizona, with limits and rating acceptable to the CITY. Said insurance shall be maintained in full force and effect until all work required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. The insurance policy(ies), except Worker's Compensation, required by this Contract shall name the City, its agents, officers, officials and employees as Additional Insureds by endorsement and provide a policy endorsement to effect such change to the actual liability policies. The CITY shall require the CONTRACTOR to maintain a $1 million pollution liability insurance policy as well as general liability insurance policy with $1 million combined single limit (CSL) as well as a $2 million aggregate. The CONTRCTOR shall have insurance that is primary and non-contributory.

PROPOSALS

To be considered at the time of the bid opening the following shall be provided:

2 copies of this completed and signed RFP form, including...

a) Completing the blue box below "**Complete Fixed Bid Amount**"; and
b) Completing the blue box below "**# Days to complete the Project**"; and
c) Completing the contact information below, as applicable; and
d) Sign, Print Name and Date on the last page of this RFP.

Sealed bids will be received in the City of Kingman office of the **City Clerk**, 310 N. Fourth St., Kingman, Arizona until **3:00 PM**. Arizona Time, on **Monday, February 15, 2016**, at which time all bids received will be opened in the City Council Chambers; And 1) the amount of the total bid, and 2) maximum completion term # days, will be read aloud. Failure of the proposer to complete the required fields in this bid document may result in rejection of the proposal. Each bid should be identified as:

"Sealed Proposal – Demolition project – "552 Park Street"

Fixed Bid (Times Roman)

Complete Fixed Bid Amount

Days (Times Roman)

 # Days to complete the Project

Contact Name: ContactName (Times Roman)
Contact E-mail: ContactEmail (Times Roman)
Contact Cell #: ContactCell (Times Roman)
Office Phone: OfficePhone (Times Roman)
Office Fax: OfficeFax (Times Roman)
Company Name: CompanyName (Times Roman)
Company Address: CompanyAddress (Times Roman)

The winning bidder shall execute a **City Contract** and be issued a City **Demolition Permit** before the abatement work commences. To that end, the notified winning bidder shall submit the following ten documents for staff review within seven calendar days of receiving the "Winning Bid Notice"; And after the COK staff approves all submitted documents, the winning bidder shall sign the City prepared contract and execute the Demolition permit within seven calendar days. Should the initial winning bidder fail to comply with this deadline, another bidder will be selected as the winning bidder. That bidder will have seven calendar days from receiving the second "Winning Bid Notice" to submit the following ten documents.

1. One completed COK Demolition Permit Application
2. One completed COK Builder Information Sheet
3. One signed COK NESHAP Acknowledgement letter
4. One copy of the Contractor's AZ DOR Bond Exemption Certificate
5. Proof of Arizona ROC Contractor's license [B, KB1, KB2 or CR57]
6. Copy of the Contractor's Worker's Comp Insurance Binder if applicable
7. Copy of the Contractor's Liability Insurance Binder ($1,000,000 min. CSL / $2,000,000 Agg.)
8. Copy of the Contractor's Pollution Liability Binder ($1,000,000 minimum)

9. Proof of Current City of Kingman business license
10. Copy of the initial ADEQ NESHAP form

The City of Kingman reserves the right to accept the lowest, responsible bid; to consider alternatives; to reject any or all bids; and to waive irregularities of information in any bid. Bids received after the specified time of closing will be returned unopened. The City of Kingman also reserves the right to hold any or all bids for a period of thirty (30) days after the date of opening. Bidders will not be allowed to withdraw submitted bids during the thirty (30) day period. The winning bidder will be contacted via the submitted approved contact method and receive, by certified US Mail, a "Winning Bid Notice" prepared and dated in the company name. Failure to respond in the time frames outlined could result in a new "Winning Bidder" being selected.

Invoice and Payment

Upon completion of the project, staff will review the scope of work and inspect the project site to ensure completion in a professional, appropriate manner and that all items have been addressed. The completed ADEQ Notification form shall be submitted to the City before or at the time of invoice. This is required on this project. Appropriate code compliance will also be verified. Final approval from the City must be verified prior to payment. Upon completion and approval of all work and clean up during the site inspection, contractor must submit an invoice for payment. Only after all work and clean up issues have been resolved, will staff approve the invoice for payment. Payments will be mailed, unless otherwise indicated. For Invoices to be considered for payment the following documents shall be submitted before or at the time the invoice is submitted:

a) Detailed Invoice for the work completed
b) Completed ADEQ NESHAP form

Submitted invoices will be paid within 30 days.

Proposals will be submitted with the understanding that the total cost of the demolition project will be paid at the completion of construction and inspection of the project. Partial construction payments may be requested and will be considered for projects that exceed $20,000. Partial payment requests must be identified at the time bid proposals are submitted. No "start-up" payments will be issued.

Change Orders

If during construction, elements are found on the job that were not included as part of the original bid proposal, staff will ask for an estimate to be submitted as a change order for the job. Contractor must discuss the change of work with staff prior to commencing on any further construction. If appropriate, staff may approve a written change order to increase the scope of work and the cost of the project. Changes to increase the scope of work and cost of project will be submitted in writing as a change order in the same format as the original proposal. Additional costs will be added to the project cost and paid at the time all work is completed.

The City of Kingman is an Affirmative Action/Equal Opportunity Employer

Dated this__1sr__ *Day of February, 2016*
Kingman City Council
Richard Anderson, Mayor

Signed:_____ Print:_____ Date_____
Contractor

Signed:_____Print:_____ Date_____
City Representative