



CITY OF MONROE
206 W SHERMAN
BOX 370
MONROE, IOWA 50170
641-259-2319

REQUEST FOR PROPOSALS (RFP)

DEMOLITION OF HOME AT 406 WEST SOUTH STREET; MONROE, IOWA 50170

PROPOSAL:

The City of Monroe is seeking a qualified contractor for a complete demolition of the existing structure located at 406 West South Street in Monroe, Iowa. The awarded contractor hereby proposes to complete the work as specified in the contract documents within this RFP.

HOUSE BACKGROUND AND CURRENT CONDITIONS:

The house located at 406 West South Street was built in 1915. This one-story single-family home is approximately 1032 square feet. This is a two bedroom home over a half basement. It may contain asbestos, lead paint, or other hazardous material.

HOUSE VIEWING:

Contractors who are interested in viewing the interior of the house may do so on Monday, March 7, 2016 at 4:00 p.m.

BIDDER'S RESPONSIBILITIES:

The work comprising the above demolition project shall be constructed in accordance with the 2014 edition of the SUDAS Standard Specifications and as further modified by supplemental specifications and special provisions included in the contract documents. The terms used in the contract revision of the documents are defined in said Standard Specifications. Before submitting your bid, review the requirements outlined in the Special Conditions and the SUDAS Specifications, Division 11, Section 1110 – Demolition of Building structures, in particular the sections regarding proposal requirements, contract execution and insurance requirements. Be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause your bid not to be read.

1. The interested party must submit sealed proposals for this RFP by **1:00 PM on Friday, March 11, 2016** at the Monroe City Hall, 206 Sherman Street in Monroe, Iowa. Proposals should be sealed and clearly marked **“Demolition of 406 West South Street Proposal”**. Proposals received after the closing time and date will be returned unopened. Faxed or emailed proposals will not be accepted.
2. The interested party must enter into an agreement outlining the criteria for the demolition and acknowledgements of the State of Iowa Statewide Urban Design and Specifications (SUDAS) relating to Demolition and the Special Conditions attached to the RFP.
3. The Demolition must be completed by **May 15, 2016**.

AWARD:

The Monroe City Council, at its sole discretion, may select the successful interested party under this RFP at the regular schedule City Council meeting on March 14, 2016. The City reserves the right to reject any and all proposals.

RFP PACKET INDEX

1. Request for Proposal (RFP) Cover Sheet (pp. 1-2)
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ADDITIONAL INFORMATION:

Specific questions regarding this RFP should be addressed to Matt Mardesen, Monroe City Administrator, at (641) 259-3490 or monroeadmin@iowatelecom.net.

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

DEMOLISION OF HOME AT 406 WEST SOUTH STREET; MONROE, IOWA 50170

The Bidder shall indicate whether the bid is submitted by a/an:

- Individual,
Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Joint-venture: all parties must join-in and
execute all documents
- Other

Bidder

Signature

By _____
Name (Print/Type)

Title

Street Address

City, State, Zip Code

Telephone Number

**Type or print the name and title of the company's
owner, president, CEO, etc. if a different person
than entered above**

Name

Title

The Bidder shall enter its Public Registration
Number _____ - _____ issued
By the Iowa Commissioner of Labor Pursuant
Section 91C.5 of the Iowa Code.

Failure to provide said Registration Number
shall result in the bid being read under
advisement. A contract will not be executed
until the Contractor is registered.

**NOTE: The signature on this proposal must be an original signature in ink; copies, facsimiles,
or electronic signatures will not be accepted.**

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

Special Conditions

DEMOLISION OF HOME AT 406 WEST SOUTH STREET; MONROE, IOWA 50170

- | | |
|------------------------------|---------------------------------|
| 1. Intent | 6. Demolition Hours |
| 2. Order of Construction | 7. Demolition Landfill Location |
| 3. Project Completion | 8. Basement Fill Material |
| 4. Notification of Utilities | 9. Inspections |
| 5. Sales Tax | 10. Attachments |

1. Intent;
 - 1.1. Where these “Special Conditions” are in conflict with the “ Instruction to Bidders” , “General Requirements or SUDAS Standard Specifications”, these “Special Conditions” shall apply.
 - 1.2. It is automatically understood that all references to “Jurisdiction” in the SUDAS Standard Specifications means on and the same as the City of Monroe.
2. Order of Construction:
 - 2.1 The contractor shall coordinate work with the City of Monroe City Administrator to assure orderly and expeditious progress of the work. The contractor shall notify the City Administrator at (641) 259-3490 prior to beginning work on any demolition.
3. Project Completion:
 - 3.1 The work shall commence on or after council approval and all work shall be completed on or before May 15, 2016.
4. Notification of Utilities:
 - 4.1 The contractor shall be responsible for the notification of all utility companies at least 48 hours prior to the construction through Iowa One Call so that adequate provisions can be made for the location of utilities and any relocation of said utilities that may be necessary.
 - 4.2 In performing the work, the contractor shall exercise care to not disrupt utility service. In the event of disruption, the contractor shall immediately notify the proper utility company and allow repairs to be made, and hold harmless the City of Monroe and any property owner from any claim of damage caused by such disruption.
 - 4.3 The contractor shall be responsible for damages to utilities that have been located.
5. Sales Tax:
 - 5.1 Owner is exempt from Iowa state sales tax and local option sales tax on all material and equipment to be incorporated in the work. Owner’s exemption does not apply to construction tools, machinery, equipment, or other property purchased by or leased by Contractor, or to supplies or materials not incorporated into the Work.
 - 5.2 The Contractor shall provide a listing to the City identifying all appropriate subcontractors qualified for use of the tax exempt certificate. The listing shall include the Federal Employer Identification Number (FEIN) for the Contractor and each subcontractor.

6. Demolition Hours:
 - 6.1 The Contractor shall confine his/her work to between 7:00 am and 7:00pm.
 - 6.2 Work may be performed Monday through Friday, with no work allowed on Saturdays, Sundays, or City of Monroe recognized holidays.

7. Demolition:
 - 7.1 Demolition materials shall be disposed of at the City of Newton Landfill located at 3202 Hwy 14 S. There will be a tipping fee to the contractor for disposal at this site. The demolition contractor will be responsible for the coordinating the disposal operation according to City requirements. Every reasonable effort should be made by the Contractor to separate by load organic material (wood, wallpaper, etc.) and non-organic material (concrete, brick, etc.), since each class of material may be disposed of in different locations of the landfill.
 - 7.2 Copies of paid invoices from the Newton Sanitary Landfill shall be provided to the City for all material disposed from this project before the City will provide payment to the Contractor.
 - 7.3 Sorting and disposal of demolition rubble consisting of stone, brick, or other similar inorganic materials at a site other than the Newton Sanitary Landfill is allowed if all Iowa Department of Natural Resources requirements are met.

8. Basement Fill Material:
 - 8.1 Contractor is responsible for obtaining Fill Material and shall be compacted per requirements of “Standard Demolition Compaction” (SUDAS Section 1110-3.06.B.1) Moisture and density control will not apply.
 - 8.2 Topsoil material shall be salvaged from any on-site borrow area or provided from off-site location, and re-spread over disturbed areas. Site shall be suitable for seeding.

9. Inspections:
 - 9.1 Site Inspection: The Contractor shall make a site inspection with the City of Monroe Public Works Department before starting the project.
 - 9.2 Sewer and Water Disconnection: Sewer and Water disconnection shall be inspected and certified by the City of Monroe Public Works Department before backfilling begins. Contractor shall contact the City of Monroe at (641) 259-2319 to schedule an appointment.
 - 9.3 Basement Inspection: A basement inspection shall be made by the City of Monroe Public Works Department after the structures are removed and before any backfilling is done. It is the contractor’s responsibility to see that City Staff is notified in time to make these inspections. Failure to do so may result in re-excavation of the basement area at the contractor’s expense.
 - 9.4 Final Inspection: Final inspection shall be made by the City upon completion of filling, grading, clean-up, and restoration. Other inspections may be made if called by the contractor or at the City’s option.

10. Attachments
 - 10.1 SUDAS Section 1110 – Demolition of Building Structures (index and pages 1-10)

**AGREEMENT TO DEMOLISH
BETWEEN CITY OF MONROE &
*Selected Contractor***

THIS AGREEMENT TO DEMOLISH entered into by and between the City of Monroe, Iowa, a municipal corporation, hereinafter referred to as “City” and Selected Contractor, hereinafter referred to as “Contractor”.

RECITALS

City holds legal title to the following real estate located within the municipal limits of the City commonly known as 406 West South Street and desires to have the residence demolished.

THEREFORE in consideration of the mutual covenants contained herein and other good and valuable consideration, City and Contractor agree as follows:

Contractor will perform the demolition of the residence at 406 West South Street in Monroe, Iowa for the amount of \$_____, and will agree to the following requirements to be completed by May 15, 2016:

- Locate and Cap all utilities prior to the demolition of the structure. Water Service shall be capped at the curb box. Sanitary sewer shall be capped at close to the sewer main in the street right of way. Capping of both lines needs to be inspected by Monroe Public Works.
- Deconstruct and remove the single-family structures
- Remove of all building materials to a City approved landfill site
- Landfill fees to be paid by the Contractor
- Remove and fill cistern in compliance with IDNR regulations if located on property
- Remove foundation and basement walls, fill with clean soil to base of existing property
- Backfill must be compacted to the SUDAS Specifications, excluding the Moisture and Density Control.
- Seed area filled/disturbed with standard grass seed mixture
- Clean entire lot of all brush, trash, garbage or other types of debris
- Removal of all sidewalks from the resident to the sidewalk parallel to the street

The work comprising the above demolition project shall be constructed in accordance with the 2014 edition of the SUDAS Standard Specifications and as further modified by supplemental specifications and special provisions included in the contract documents. The terms used in the contract revision of the documents are defined in said Standard Specifications; SUDAS Specifications, Division 11, Section 1110 – Demolition of Building structures.

The Contractor shall commence removal within such time and work continuously as to be completed by the date indicated above and the Contractor shall forfeit **\$250.00 per working day** required to complete the contract after the aforesaid completion date. A working day as used herein, shall be defined as any calendar day, exclusive of Saturdays, Sundays, or on a recognized legal holiday, on which weather or other conditions (not under the control of the Contractor) will permit the deconstruction/removal operations to proceed for not less than 3/4 of a normal work day in the performance of a controlling item of work.

An extension of the contract period may be granted by the City Council for additional work requiring additional deconstruction/removal time. An extension may also be granted by the City Council for inclement weather or Acts of God that interfere with the Contractor's ability to work.

Contractor will provide a certificate of insurance to the City, naming the City as an additional insured, before beginning the project.

Upon completion of said work, inspection and final approval of deconstruction/removal by the City, then the City agrees to pay to the Contractor, the amount of \$_____, said payment to be made upon presentation of an invoice for aforesaid deconstruction/removal.

This Agreement is being delivered and is intended to be performed in the State of Iowa and shall be construed and enforced according to the laws of the State of Iowa. Executed in duplicate this ____ day of _____, 2016.

CONTRACTOR

STATE OF IOWA)
) ss:
COUNTY OF JASPER)

I, the undersigned, a Notary Public, in and for the County and State appearing above, hereby certify that on this _____ day of _____, 2016, CONTRACTOR personally appeared before me and being first duly sworn by me acknowledge that he signed the foregoing Agreement.

Notary Public

Douglas P. Duinink, Mayor

Attest:

Kim Thomas, City Clerk

PROPOSAL

DEMOLITION OF HOME 406 WEST SOUTH STREET MONROE, IOWA 50170

This is a UNIT BID PRICE CONTRACT. The bidder must provide the Bid Price. The total of the Base Bid shall be used for determining the sufficiency of the bid security.

ITEM	DESCRIPTION	ESTIMATED UNITS	UNIT PRICE	AMOUNT
1.	Demolition at 406 West South Street	Lump sum	\$ -----	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
			TOTAL COST	\$ _____

INSTRUCTIONS:

This space is provided for the Contractor to list the bid estimate for the designated item.

