

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

REQUEST FOR PROPOSALS

Demolition

By Order of the Circuit Court of Jefferson County (Civil Action No. 14-C-210); proposals are being accepted by the County Commission of Jefferson County, West Virginia, for the following work to remove a hazardous, unsafe, abandoned, unoccupied, and dilapidated dwelling from a property in Jefferson County:

Project: Property Safety Enforcement Agency Case 12-001 (Bierer)

Property Location: Jefferson County Tax Map 4C
Parcel 32
Charles Town Tax District
Deed Book 737, Page 340.
Property is located at 169 Daisy Lane, Lot 12, Walnut Grove Subdivision on the east side of Route 17, Flowing Springs Road, approximately 1 mile north of intersection with Route 9, in Jefferson County.

The scope of work generally involves the demolition of a dilapidated split-level single-family dwelling on the property, removal and disposal of all demolition materials, trash & debris in a legal manner, backfilling of foundation, seeding and mulching of disturbed area, and termination of all electric, phone, cable, public water and public sewer utilities to the property.

Proposals shall be received by 10:00 am, Wednesday, October 29, 2014, in the Office of the Jefferson County Engineering Department, 116 East Washington Street, Suite 100, Charles Town, WV 25414.

A mandatory pre-bid conference will be held on Wednesday, October 22nd, 2014, at 10:00 A.M. (local prevailing time) in the Jefferson County Commission meeting room, located in the Charles Town Library, basement side entrance, at 200 East Washington Street, Charles Town, West Virginia.

The detailed scope of work, terms and conditions, and proposal requirements may be obtained from the Jefferson County Engineering Department, 116 East Washington Street, Suite 100, Charles Town, West Virginia, 25414, Phone: 304-728-3257; or viewed on the Jefferson County web page at: www.jeffersoncountywv.org

INFORMATION FOR BIDDERS & BID PRICE SUBMISSION:

**Property Safety Case 12-001 (Bierer)
169 Daisy Lane, Lot 12, Walnut Grove Subdivision
Jefferson County, West Virginia**

A mandatory pre-bid conference will be held on Wednesday, October 22nd, 2014, at 10:00 A.M. (local prevailing time) in the Jefferson County Commission meeting room, located in the Charles Town Library, basement side entrance, at 200 East Washington Street, Charles Town, West Virginia. The Chief County Engineer will lead a project site visit following the pre-bid conference for potential bidders to view the site.

Written Sealed Proposals will be accepted until 10:00 am (local prevailing time), Wednesday, October 29, 2014, in the Office of the Jefferson County Engineering Department, at 116 East Washington Street, Suite 100, Charles Town, West Virginia, 25414. Proposals will then, at said time, be publicly opened and the bid amount read aloud in the conference room of the Office of the Jefferson County Engineering Department. Failure to submit the written proposal before the deadline shall be due cause to reject the proposal.

All Bidders shall hold a current West Virginia Contractor's License on the proposal due date and shall be in good standing with the State of West Virginia.

The Jefferson County Commission, through the Jefferson County Engineering Department, is acting as the project manager for this project. The successful Bidder/Contractor agrees to save and hold harmless, and protect the Jefferson County Commission, its agents and employees, from any and all liability resulting out of any acts and/or negligence by the Contractor in the completion of the work for this project.

The Bidder shall submit a Bid Bond in the amount of Five Percent (5%) of the Grand Total of the Proposal/Bid Amount to ensure that the Bidder will honor the bid and enter into a contract with the Jefferson County Commission to complete the work. The Bid Bond shall be forfeited to the Jefferson County Commission in the event the Bidder fails to satisfy all requirements and enter into a contract, if awarded the contract. The Bid Bonds shall be returned to all bidders upon execution of a contract with the successful bidder.

Upon receipt of the Notice of Award, the successful bidder shall submit, within 10 calendar days, a performance bond in the amount of 100% of the Grand Total bid price, and satisfactory certificates of insurance for Liability Insurance and West Virginia Worker's Compensation Insurance.

The Bidder's proposal shall clearly show the price for all the work included in this Request for Proposals, including all applicable taxes, fees, permit fees, etc. The Bidder is advised that the work is being paid for with public funds and that the State of West Virginia prevailing wage rates shall apply. Contractor shall provide documentation and/or certification that the applicable wage rate was fully paid, for each type of worker on the job, upon completion of the work and prior to final payment.

The Bidder's proposal shall include the scope of work and terms and conditions outlined in the Request for Proposals. The proposal shall include the name of the Bidder, address, phone number, name of person authorized to submit the proposal/bid and their signature, date and the price for the work.

The Bidder's proposal and bid price shall remain open for sixty (60) calendar days from the proposal due date. The Jefferson County Commission reserves the right to waive any informality in the proposals and/or any formality in the proposal submission process; and the right to reject any or all proposals.

The Proposal shall be submitted in a sealed envelope with proper identification. The envelope shall be identified as:

“Property Safety Case 12-001 (Bierer) Demolition Proposal.”

The envelope shall be sealed and labeled with:

Bidder's Name

Mailing Address

Phone Number

The sealed envelope shall contain the following items:

1. Bidder's proposal, including the scope of work, and the price for completing the scope of work.
2. List of West Virginia Licensed Subcontractors proposed for work on this project.
3. Copy of Bidder's current West Virginia contractor's license.
4. Bid Bond in the amount of Five Percent (5%) of the Grand Total of the Proposal/Bid Amount.

SCOPE OF WORK

**Property Safety Case 12-001 (Bierer)
169 Daisy Lane, Lot 12, Walnut Grove Subdivision
Jefferson County, West Virginia**

1. Contractor shall provide all materials, labor and equipment necessary to remove all brush, trees & vegetation within 10 feet of the dwelling unit and remove it from the property and dispose of it in a legal manner.
2. Contractor shall provide all materials, labor and equipment necessary to properly terminate all utility services to the dwelling/property, including electric, phone, cable, water (Jefferson Utilities, Inc.) and sanitary sewer (Jefferson County Public Service District) services. Contractor shall coordinate the termination of all utilities with the appropriate utility service provider and all work shall be performed in accordance with their requirements. Contractor shall pay all fees that may be assessed by the utilities that are associated with the termination of the utility services.

Prior to submitting a final invoice, the Contractor shall provide to the Chief County Engineer documentation or certification from each utility that the utility services are terminated to their satisfaction.

The Contractor shall be responsible for having the location of underground utilities, located on or adjacent to the property, located and marked prior to beginning the work. Contractor shall be responsible for any utility lines/services that are damaged as a result of the contractor's work.

3. Contractor shall provide all materials, labor and equipment necessary to demolish the dilapidated split-level single-family dwelling on the property and remove and dispose of all demolition materials, trash & debris in a legal manner. Top of foundation wall shall be removed to one-foot below grade.
4. Contractor shall provide all materials, labor and equipment necessary to backfill the basement foundation with suitable compacted earth fill material and cover with a minimum 2 inches of suitable topsoil (free of roots, rocks & debris) to a finished grade of six-inches above existing grade level. The backfill material and disturbed area shall be finish graded so surface water drains off.
5. Contractor shall provide all materials, labor and equipment necessary to perform work in a manner that results in the least disturbance to the lot and vegetation. Contractor shall seed and mulch all the disturbed area as a result of the Contractor's work.

6. Contractor shall maintain traffic access throughout the subdivision during completion of the work and provide all temporary traffic control necessary until the work is 100% complete; including but not limited to, traffic control signs, barricades, warning lights, flagmen, etc. as deemed necessary. All temporary traffic control devices shall be in accordance with West Virginia Division of Highways standards and specifications.
7. Contractor shall provide all materials, labor and equipment necessary to clean up all trash, debris, and dirt that may be deposited on the roadway as a result of the contractor's work.
8. Contractor shall obtain and pay for all necessary local, state and federal permits and approvals prior to performing any work, including a demolition permit (permit fee shall be waived) from the Office of Permits & Inspections located at the Jefferson County Engineering Department.
9. All Contractors submitting a proposal shall hold a current West Virginia Contractor's License and shall be in good standing with the State of West Virginia. Contractor shall provide to the Jefferson County Commission a copy of the contractor's license issued by the West Virginia Contractor's Licensing Board.
10. The Contractor shall pay for and provide liability and West Virginia Worker's Compensation Insurance. The Contractor shall provide to the County Commission of Jefferson County a certificate of liability insurance in the amount of one million dollars (\$1,000,000) and a copy of the Contractor's current West Virginia Workers' Compensation Insurance certificate.
11. The Contractor agrees to save and hold harmless, and to protect the Jefferson County Commission, its agents and employees from any and all liability resulting out of any acts and/or negligence by the Contractor in the completion of the work for this project.
12. Contractor shall be responsible for safety on this project and performing work in accordance with all local, state and federal safety regulations.

CONTRACT TIME

1. The time limit for completing the work is 45 calendar days from the date when the Notice to Proceed is delivered to the Contractor. All time limits for completion and readiness for final payment are of the essence.

PAYMENT FOR WORK & RELEASE OF LEINS

1. Invoices for Payment may be submitted by the Contractor on the 15th and 30th of each month. Contractor shall submit invoices for payment to the Chief County Engineer for review and processing. The Invoice shall be only for actual work installed. The Invoice for Payment shall be in a format acceptable to the Chief County Engineer. The Chief County Engineer shall review the Invoice for Payment and verify the quantities of work installed. A satisfactory invoice shall then be submitted by the Chief County Engineer to the Jefferson County Commission at their next regular meeting for their approval for payment. Terms for payment shall be net 30 days from approval of the invoice for payment by the Jefferson County Commission.
2. The final Invoice for Payment shall be accompanied by:
 - a. Consent of the performance bond surety, if any, to final payment; and
 - b. Complete and legally effective releases or waivers (satisfactory to the Jefferson County Commission) of all Lien rights arising out of or Liens filed in connection with the Work; and
 - c. Documentation and/or certification that the applicable State of West Virginia prevailing wage rate was fully paid for each type of worker on the job upon completion of the work; and
 - d. Documentation that all utility services to the property were terminated to the satisfaction of the utility provider.

S:\Engineering\engineering\Engineering\ENGINEERING\ENFORCEMENT AGENCY\2012 CASE CORRESPONDENCE & RECORDS\12-001 (Bierer)\2014-09-23 Request for Proposals\2014-09-24 Request for Proposals 12-001 (Bierer).doc