

City of Westland

INSTRUCTIONS FOR PROPOSALS

Residential Property Demolitions

Community Development

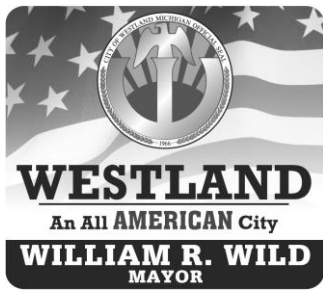
Bid Due Date: July 8, 2022 @ 10:30 a.m.

1. Unless otherwise called for, two copies of the Bid/Proposal, typewritten or printed in ink, must be submitted.
2. Carefully read and comply as applicable with the standard Terms and Conditions.
3. No taxes are to be included in any bid/proposal price. Generally, states and political subdivisions are exempt from Federal taxes. In the event that taxes must be paid on any materials necessary to complete the contract, the Contractor shall bear the cost and responsibility of such taxes. To the extent any sales, import or other taxes apply, they are to be invoiced as a separate item.
4. The Instructions to Bidders and Terms and Conditions are part of the proposal package and should be read thoroughly and considered when submitting bids.
5. Awarded bidders should allow for approximately 30 days from receipt of invoice to receive payment from the City of Westland.
6. The request for proposal and any accompanying documents shall be submitted by the time specified (*no exceptions will be made*) in a sealed envelope addressed as follows:

**Residential Property Demolitions
Joanne Campbell, Director
Community Development Department
City of Westland
32150 Dorsey Road, Westland, MI 48186**

For electronic bid submissions, please refer to the attached how to guide for frequently asked questions and submission steps.

In addition, subject matter of the proposal, date and the hour of the bid opening as stated in the invitation should be printed in the lower left corner of the envelope. Failure to do so may result in premature opening of/or failure to open.



City of Westland

BID/PROPOSAL TERMS AND CONDITIONS

1. PREPARATION OF BIDS/PROPOSAL:

- a. Bidders are expected to examine specifications and all instructions.
- b. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, he/she may submit to the Purchasing Division a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum duly issued by the designated City Representative. A copy of each addendum will be mailed or delivered to each person in receipt of the invitation. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of proposal. Bidder will acknowledge receipt of each addendum issued by stating it in his proposal. Oral explanations will not be binding.
- c. Each bidder shall furnish all information required on Bid Form. The person signing the Bid Form must initial any and all erasures and/or other changes made to the bid document.

2. SUBMISSION OF BIDS/PROPOSALS:

- a. Bids may be submitted in sealed envelopes and shall include the following information on the face of the envelope: bidder's name, address, subject matter of proposal, date and hour of bid opening as stated in the invitation. Failure to do so may result in a premature opening of or failure to open such proposal.
- b. Effective March 7, 2022, Bidders have the option to submit their proposal electronically. Please refer to the attached how to guide for frequently asked questions and submission steps.
- c. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail or technology constraints will not be considered. Any proposal received after the stated closing time will not be opened and shall not be considered in the bid opening. No exceptions will be made.
- d. In the event no bid is to be submitted, do not return the invitation. However, a letter or post card should be sent to the Purchasing Division advising whether future invitations are desired.
- e. Any bid may be withdrawn by giving a written notice to the Purchasing Division before stated closing time. After stated closing time no bid may be withdrawn or canceled for a period of 60 days after said closing time.
- f. All Bids and/or proposals are to be submitted on the bid forms supplied in the bid package.
- g. When reviewing bids, totals written out in words will take precedence over totals written in figures.
- h. Any alternate bids that are submitted will be considered.

3. CONSIDERATION OF BIDS/PROPOSALS:

- a. A designated City Department Head shall represent the City in all matters pertaining to this proposal and contract in conjunction therewith. The City reserves the right to reject any or all proposals and to disregard any informality in the bids and bidding.
- b. Proposals submitted on Bid Forms are understood to be according to Specification Date. Variations in proposals will be considered when same are submitted on Substitution Proposal forms furnished herein and all required information is contained in such proposal.

In cases where an item requested is identified by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder proposed to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated by submission of the Substitution Proposal form.

Reference to any of the above is intended to be descriptive, but not restrictive and only indicates articles that will be satisfactory. Bids of "equal" will be considered, provided that the bidder states in his proposal exactly what he proposed to furnish, including sample, illustration, or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

The designated City Representative hereby reserves the right to approve as an equal, or to reject as not being an equal, any article proposed which contains major or minor variations from specifications requirements, but which may comply substantially therewith.

- c. The City reserves the right, when it seems to be in the best interest of the City, to award the bid in part or in whole, reject any bids or waive informalities.
- d. Pursuant to Chapter 2, Section 2-707(a), of Westland City Code, before any contract is awarded which requires approval by the City Council, the vendor must disclose any substantial interest held by any city official or city employee or their immediate family in the vendor's business.

4. FAIR EMPLOYMENT PRACTICE AND NON-DISCRIMINATION:

The firm or their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status or handicap. The firm shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection of training, including apprenticeship. Breach of this covenant may be regarded as a material breach of contract.

5. PERSONNEL REQUIREMENTS:

All installation personnel costs must meet Davis Bacon Act Regulations (prevailing wages) and must comply with all Community Development Block Grant requirements. Prevailing wage rates are included in this bid package.

All companies must comply with the Fair Employment Practice Act, Executive Order 1126 entitled the "Equal Employment Opportunity," as amended by Executive Order 11375 and Department of Labor Regulations (41 CFR Part 60), and other Federal, State and City requirements which are applicable to grants-in-aid programs.

All companies shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status or handicap. Companies shall take affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

All companies must agree that the city of Westland, the County of Wayne, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access, during regular business hours, to any books, documents, papers and records of their company which are directly pertinent to this agreement, for the purpose of making an audit, examination, excerpts and transcriptions. The company shall maintain all records for three years after all pending matters under this agreement are closed.

6. INDEMNIFICATION

Proposer to the fullest extent permitted by law agrees to indemnify, defend and save harmless the City of Westland and its elected and appointed officials and officers, agents, servants and employees from and against all loss or expense, including cost and attorney’s fees by reason of liability imposed by law upon the City of Westland and its elected and appointed officials and officers, agents, servants and employees for damages because of bodily injury, including death, resulting from or sustained by any person or persons on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of the contract whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the City of Westland, its elected and appointed Officials, officers, appointed agents, servants and employees, except only if such injury or damage is occasioned by the sole negligence of the City of Westland

7. INSURANCE PROVISIONS

The proposer shall purchase and maintain, throughout the term of this agreement, comprehensive general liability insurance, including contractual liability, to protect the provider from all claims for bodily injury, including accidental death, personal injury, and property damage arising from operations under this agreement, whether such operation be by the proposer, subcontractor, agent, or by anyone else directly or indirectly employed by the proposer. In addition, all statutory insurance requirements, including worker’s compensation, shall be met. All required insurance policies shall be issued by reputable insurance companies duly authorized to engage in the insurance business in the State of Michigan. Limits of such insurance shall be stated below:

Worker’s Compensation	Statutory
Comprehensive General Liability	\$1,000,000
Employer’s Liability	\$1,000,000 per occurrence
Motor Vehicle Insurance – Owned, Non- Owned and Hired	
Bodily Injury	\$500,000 per occurrence
Property Damage	\$500,000 per occurrence

The City of Westland shall be named on such policies as insured or named as additional insured. Failure to maintain insurance coverage throughout the life of the contract, consistent with the provisions of this Section, shall be considered a breach of contract. Proposer shall procure and maintain during the life of the contract umbrella excess liability insurance in the single amount limit of at least two million dollars. This insurance shall be project specific and the umbrella excess policy wording shall apply to the Proposers general liability and its automobile liability insurance. Each insurance policy shall specify that no policy may be terminated for any reason unless 30 days prior written notice of such proposed termination shall be given to the City of Westland, and before commencing any work related to the contract Proposer shall provide the City of Westland certificates of insurance for the required insurance policies.

8. SEVERABILITY OF CONTRACT

In the event any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this agreement, but this agreement shall be construed as if such invalid or unenforceable provisions had never been contained. Further, in the event that any provision of this agreement shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

9. AMENDMENTS TO CONTRACT

When awarded, the agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the agreement executed by both parties.

(Vendor's Name) _____

(Address) _____

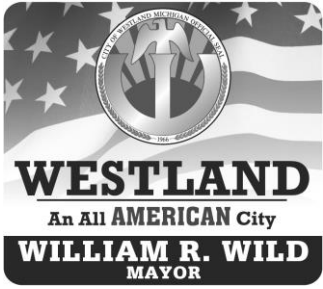
(Email Address) _____

(Telephone Number) _____

(Name of Person Completing) _____

(Title) _____

Signature _____ Date _____



City of Westland

BOARD OF ETHICS VENDOR DISCLOSURE STATEMENT

NOTE: Pursuant to Chapter 2, Section 2-707(a), of Westland City Code, before any contract is awarded which requires approval by the City Council, the vendor must disclose any substantial interest held by any city official or city employee or their immediate family in the vendor's business.

- Please fill out this form to the best of your knowledge and belief; attach additional pages if needed.
- Pursuant to Chapter, Section 2-707(b) of the Westland City Code, your completed disclosure statement (original) is a public document to be filed with the Westland City Clerk, 36300 Warren Road, Westland, Michigan 48185. A copy of your disclosure statement will be forwarded to the Board of Ethics.

(Vendor's Name) _____

(Address) _____

(Name of Person Completing) _____

(Title) _____

The following individuals or their immediate family members, to the best of my knowledge, have a substantial interest in (Vendor's Name) _____ :

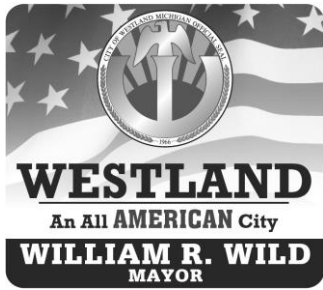
Name of Individual with Substantial Interest:

Mayor _____	_____
City Council Member _____	_____
City Clerk _____	_____
Department Directors _____	_____
Deputy Directors _____	_____
Board or Commission Members _____	_____
Employee _____	_____
None of the Above _____	_____

I certify that to the best of my knowledge, information and belief the above is true.

Signature _____

Date _____

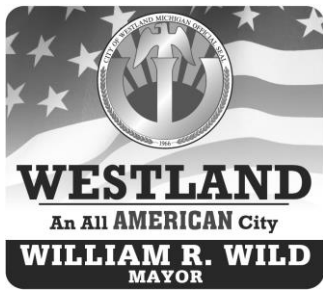


City of Westland

PROJECT FUNDING

FUNDING

This is a federally funded project. The contractor and subcontractors must comply with HUD procurement provisions in CFR 24 Part 83:36, Equal Employment Opportunity Requirements, the Copeland "Anti-Kickback" Act, Contract Work Hours and Safety Standards Act, Section 3 of the Housing and Urban Development Act and other requirements as set forth in the bid documents. Minority and Women Owned Business Enterprises and Section 3 of Business Concerns seeking bid opportunities under this project are encouraged to respond.



City of Westland

EVALUATION PROCESS

QUALIFICATIONS AND MINIMUM EVALUATION CRITERIA

After proposals are received, the City reserves the right to conduct a qualifications-based selection process taking into consideration the fee proposed. In the event the City awards a bid pursuant to this RFP the City will enter into a contract for services, of form and substance approved by the City, with the successful bidder.

The City of Westland reserves the right to interview any number of qualifying providers as part of the evaluation process. The decision as to which provider to contact (if any) will be based upon the following criteria: qualified, capable, cost effective, and experienced provider(s) determined in the evaluation process.

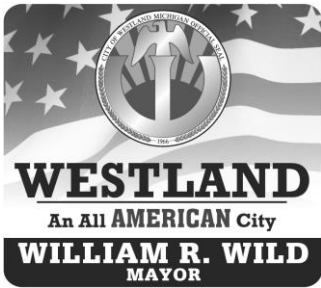
Meetings with short-listed proposers will provide additional information and criteria upon which the City will base its selection decision. The City of Westland reserves the right to select, and subsequently recommend for award, the proposed firm(s)' services which best meets its required needs, quality levels, and budget constraints.

The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of services, of which experience, references, capacity, and scheduling may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendors approach meets the desired requirements and needs of the City.

The City of Westland reserves the right to reject any and all proposals or to make an award based on the proposals, or to negotiate further with one or more firms. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the City. The City reserves the right to request Best and Final offers.

The following represents the principal selection criteria, which will be considered during the evaluation process:

1. Experience and Qualifications
Proposers shall demonstrate competence, experience, and financial capability to carry out the terms of this contract. The City will require proof of these qualifications. The proposer shall include any and all information pertinent to aiding the City in determining the capabilities of the proposer.
2. Capacity
Proposer should clearly identify all available resources within the company
3. Methodology/Work Plan
Provide the company's method of approach or work plan summary to meet the City's needs for the scope of work specified.
4. Comparable Projects
Provide a list of comparable projects and contracts that have been successfully completed by your company.
5. Cost
Cost proposal per proposal form
6. Past Performance



City of Westland

ADDENDUM ACKNOWLEDGMENT FORM

The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, dated _____

Addendum No. _____, dated _____,

Addendum No. _____, dated _____,

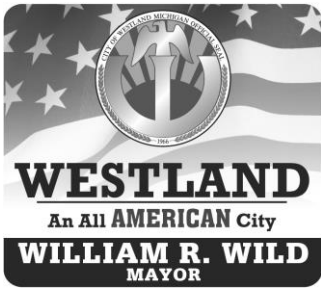
I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



City of Westland

References Sheet

The City of Westland requires all applicants to submit three references.

Reference #1

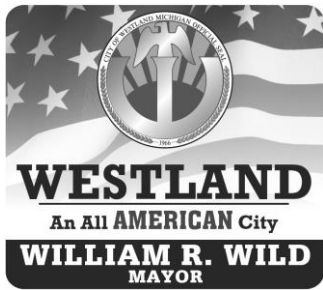
Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #2

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #3

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	



City of Westland

ADDITIONAL INFORMATION

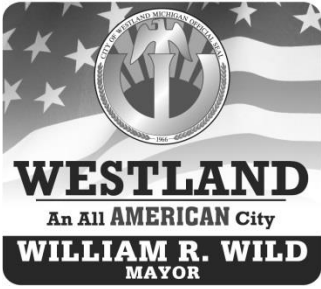
Walk Through Demolition Addresses

2107 Minerva, Westland 48186, Emergency Ordered Demo, No Asbestos Survey

32553 -59 Mackinac, Westland, MI 48186

Inquiries

All inquiries, questions, etc. concerning the RFP shall be forwarded to Deputy Community Development Director, Roger Shifflett, via email at rshifflett@cityofwestland.com.



City of Westland

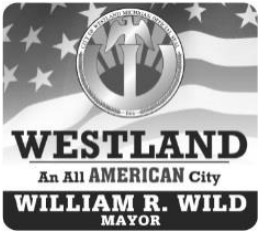
SPECIFICATION SHEET

Demo of Residential Properties:

The Contractor agrees to perform in a good, workmanlike manner all of the services necessary for the demolition and site clearance of the residential property as described in the attached Specifications and becoming a part hereof. Unless otherwise specified, work shall include the following:

- A. Obtain Demo permit from the City of Westland Building Department.
- B. Removal of all piers and footings.
- C. Removal of all basement walls and floors.
- D. Removal of all hard surfaces (concrete, asphalt, etc.), flatwork (driveways, walkways, etc.), on property.
- E. Dead trees marked with an orange "X" by the City must be removed.
- F. Fences across front of property are to be removed. Side and rear fences are to remain unless otherwise specified in the bid document.
- G. Fences on corner lots – the front fence and fence facing the side street are to be removed.
- H. Septic tanks – any liquids inside are to be removed by a professional disposal company and tank is to be removed. Tank removal is to be approved by a building inspector.
- I. Approaches are to be removed.
- J. Sewer: Install a 90 deg elbow, pipe and a Srew on Cap to a height with in 6" of grade. Must be within 5' to 10' of City walk, side, or rear property line, depending on direction house lead is going to the main sewer line. Must be inspected by City officials prior to covering with fill dirt.
- K. Any damage to City walks by Contractor's heavy equipment is the Contractor's responsibility to replace.
- L. All Debris must be reomoved from site, open hole inspection to verify all debris are removed is requied. Clean back fill, grade and seed lots for a final inspection.

The City of Westland will provide the Utility Disconnects and Asbestos Clearance needed for Demo. Contractor to provide a copy of the 10 day notice to demo the state requires.



City of Westland

BID SHEET

Demo of Residential Properties:

We the undersigned as bidder, propose to furnish to the City of Westland, according to the proposal terms and conditions.

Having carefully examined the project site for the above project, the Undersigned Bidder proposes to provide labor and material to perform the complete scope of work on a fixed fee basis.

(NOTE: Bids are per property. You may be awarded one or more properties.)

Base Bid Price:

2107 Minerva.	\$ _____
3353-59 Mackinac	\$ _____
	\$ _____

We acknowledge receipt of the following Addenda:

No. _____, dated _____

No. _____, dated _____

Exceptions to specifications (all exceptions must be listed here):

Company Name: _____

Owner Name: _____

Address: _____

Email: _____ Phone: _____ Tax ID: _____

Agent's Signature: _____

Date: _____



EBS for vendors

(Electronic Bid Submission)

Quick FAQ

What is an electronic bid submission?

Electronic bid submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The BidNet Direct EBS feature allows suppliers to submit bids/proposals online via BidNet Direct. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to www.BidNetDirect.com to participate in EBS.

When do buyers see my submission?

Submitted documents are stored in a secure fashion with a high level of security. Bids are opened by the buyer only after the closing date and time have passed.

Submitting Your Bid Using the EBS

Reminders before submitting a bid:

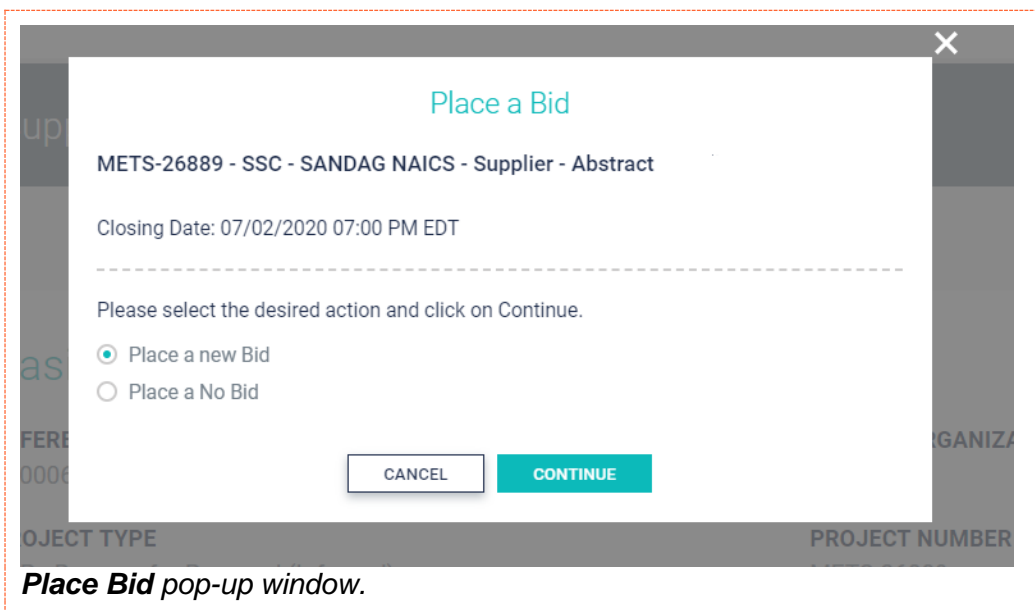
Click on the Documents and Document Request List tabs to verify that you have downloaded the required Documents.

Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should do this to be alerted of ANY addendum or communication regarding the solicitation.

You may have to click on Intent to Bid before making a formal Bid. This is an optional, but commonly used, request by buyers.

To submit a bid:

Click on Place Bid button. The Place a Bid modal window appears.



Select the Place a new Bid radio button, and click on Continue. The Create Bid interface opens.

Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. A red "Bid Not Submitted" will show until your bid has been successfully submitted.

BidNet DIRECT SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS

CREATE BID

METS-26889 - SSC - SANDAG NAICS - SUPPLIER - ABSTRACT **BID NOT SUBMITTED**

Closing Date: 07/02/2020 07:00 PM EDT

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

BID DOCUMENTS - BID DOCUMENTS (OPTIONAL)

Documents defining the proposal

Drag & Drop or browse for your file

Drag & Drop or browse for your zip file

File	Size	Uploaded Date	Processing Status	Actions
No files uploaded.				

CANCEL SAVE & QUIT NEXT

Create Bid: Proposal - Documents tab.

Simply drag-and-drop the files one at a time in the Add File area or on the Add File button. If you have many documents in a compressed file, drag-and-drop the file in the Import ZIP File area or on the Import ZIP File button. The files will appear in the File section.

Once the files are uploaded, click on the next tab. This might be the Pricing tab or the Questions tab, depending on the type of Solicitation.

Fill out the information in either lump sum or line item bidding, depending on the fields.

CREATE BID

12345 - RFQ - ADDITIONAL EQUIPMENT 001

Closing Date: 2018-01-31 12:00 AM EST

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

Total Bid Price: Corresponds to the Base Price, excluding taxes, as stated on the Bid Form

CANCEL SAVE & QUIT PREVIOUS NEXT

CREATE BID: Proposal - Pricing tab.

Closing Date: 2020/01/30 10:00:00 AM EST

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

Download Template Import Proposals

1.0 HOURLY LABOUR RATES Item Bids: 0/8

1-CARPENTRY AND MILLWORK UNIT RATE Item Bids: 0/2

Items	Bid
111 - Journeyman UOM: Hourly Rate	Amount* <input type="text"/> Add Comment Weight 10
222 - Apprentice/Trade helper UOM: Hourly Rate	Amount* <input type="text"/> Add Comment Weight 5

2-ELECTRICIAN UNIT RATE Item Bids: 0/2

Items	Bid
111 - Journeyman UOM: Hourly Rate	Amount* <input type="text"/> Add Comment Weight 10

CREATE BID: Proposal - Line Items tab.


If there are multiple line items, a template will appear that you can simply download the template, fill in your pricing and any comments and then upload the file.

	B	C	D	E	F	G	H	I	J
1	Group ID/Name	Group Type	Code	Description	Weight	UOM	Amount *	Comment	
2	dfgdf/dfgdfgdf	Unit Rate	12	gdffg	0	Bulk			
3	gdffg/dffgdf	Ratio - Markup	12	dgdfgdf		Percent			
4									
5									
6									
7									
8									
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11									
12									
13									
14									
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21									
22									

Line Item template.

Once the template is filled-out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.



Download Template **Import Proposals**

 You have successfully uploaded bid information for 5 of 5 items.

CREATE BID

123456 - IN BID PRICING

Closing Date: 2018/02/26 12:30:00 PM NST

 **BID NOT SUBMITTED**
11d 00h 04m left to bid 


1- Proposal 2- Submission 3- Confirmation

Documents Questions Pricing

1 Delivery Date*
When can you delivery?

2 Varieties*
How many varieties of products do you have?

3 Bid Price*
Please detail your bid price \$

 **CANCEL** **SAVE & QUIT** **PREVIOUS** **NEXT**


Create Bid: Proposal - Questions tab.

You will need to re-enter your password for the BidNet Direct platform.

CREATE BID

12345 - RFQ - ADDITIONAL EQUIPMENT 001

Closing Date: 2018-01-31 12:00 AM EST

 **BID NOT SUBMITTED**

1- Proposal 2- Submission 3- Confirmation

Exceptions

Does this bid contain No Yes exceptions?


Bidder Compliance & Authentication

The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.
Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.

I declare that the foregoing is true and correct

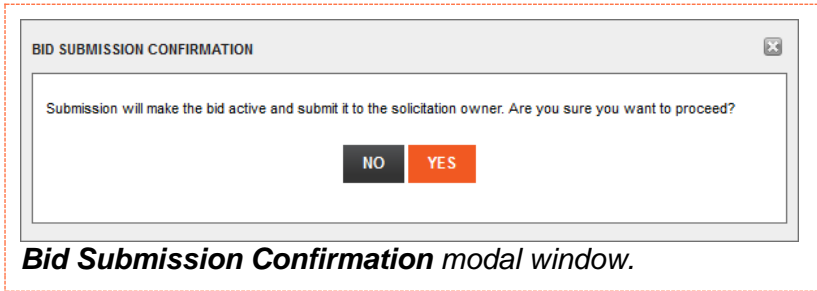
Bid Submitted By (Full Name)*

For security reasons please re-enter your password*

 **CANCEL** **SAVE & QUIT** **PREVIOUS** **SUBMIT BID**

Create Bid: Submission interface.

And finally, you will need to confirm to submit the bid.



Bid Submission Confirmation modal window.