

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



REQUEST FOR PROPOSAL

CHARTER TOWNSHIP OF WEST BLOOMFIELD FIRE DEPARTMENT

PRE –DEMOLITION HAZARDOUS MATERIAL SURVEY

RFP#03282017-1

The Charter Township of West Bloomfield Fire Department is requesting proposals from qualified contractors for the Sealed Proposals endorsed “**Pre Demolition Hazardous Material Survey**”, will be received at the Office of the Township Clerk, 4550 Walnut Lake Road, West Bloomfield Michigan 48325; until **APRIL 27TH at 2:00 p.m.** after which time bids will be publicly opened and read. Proposal packages can be obtained at the Township Clerk’s office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) www.MITN.in

Mandatory / Inspection: Monday April 17, 2017 @ 9:00 a.m.

3340 Green Lake Road
West Bloomfield Michigan 48324

Sign-in on the Attendance Registry will be required.

PROPOSAL NUMBER: 03282017

**Proposal Submission: West Bloomfield Clerk’s Office
4550 Walnut Lake Road
West Bloomfield, MI 48325**

Deadline for Submissions: Thursday April 27, 2017 at 2:00 p.m.

**Contact Person: Karmen Santourian, Facility Operations Manager
ksantourian@wbtownship.org
Office: 248-481-4864**

A MANDATORY Inspection will be held on ***Monday April 17th, at 10:00 a.m.***, at Fire Station 3, 3340 Green Lake Road, West Bloomfield MI 48324. The purpose of the mandatory meeting

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



will allow brief question/answer information session and tour of both Fire Station #3 and the Edie Residence. This will be the only time prior to the RFP submission deadline that the buildings will be open for touring.

Submission of the Proposals

1. **Submit one (1) original and three (3) copies of your proposal**, all proposals must be submitted in a sealed envelope and must include the following information on the face of the envelope: contractor's name and address, proposal number, and item description. Failure to do so may result in the premature opening of or failure to open such a proposal. **Send proposals to the attention of the Township Clerk, Debbie Binder, Charter Township of West Bloomfield Clerk's Department and address as directed below:**

For delivery directly to Town Hall: 4550 Walnut Lake Road, West Bloomfield, MI 48323.

US Mail Service: P.O. Box 250130, West Bloomfield, MI 48325.

DO NOT PUT YOUR PROPOSALS IN THE TOWN HALL DROP BOX.

NO LATE PROPOSALS WILL BE ACCEPTED.

2. Contractors are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposals received after the stated deadline will be rejected. Fax or emailed proposals will not be accepted.
3. Any proposal may be withdrawn by giving written notice to the Township Clerk before the stated closing time. From that time, no proposal may be withdrawn or canceled for a period of 60 days, except the successful bidder whose proposal prices will remain for the entire contract period.
4. The contractor may change or modify his/her proposal up to the established closing time. Any modification must be presented in writing, and submitted in accordance with the above format, and clearly marked "**Proposal Modification.**"

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



the specifications or other conditions with the RFP, they are advised to contact the following people for clarification: Bidding instructions or submission, contact Catherine Ellerson, Purchasing Agent at cellerson@wbtownship.org Scope of Services contact Karmen Santourian at ksantourian@wbtownship.org or Chief Greg Flynn, gflynn@wbtownship.org. The questions and answers will become public record and will be posted on the MITN web site. In event it becomes necessary to revise any part of the RFP; an Addendum will be posted on the MITN web site.

1. The Township reserves the right to request additional information from one or more bidders during the proposal evaluation process. Any additional information must be supplied within five (5) days after receipt of written notice.
2. Any errors, omissions, or discrepancies in the specifications discovered by a prospective bidder must be brought to the attention of Catherine Ellerson, Purchasing Agent, as soon as possible after discovery. Further, the Contractor will not be allowed to take advantage of errors, omissions, or discrepancies in the specifications.
3. The Township reserves the right to reject any or all proposals, to award the proposal to other than the low bidder, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. In general, to make award in the manner as determined to be in the Township's best interest and its sole discretion.
4. Any acceptance of a proposal shall not be binding on the Township and may be withdrawn for at least ten (10) days after the date of the acceptance and until the Contractor has submitted the signed Contract, proof of insurance, and satisfied all other acceptance conditions. During the period of time that Township acceptance may be withdrawn, the Township reserves the right to continue to review, evaluate and investigate all proposals and Contractors, and for any reason approved by the Township, may withdraw the acceptance of a proposal.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



5. The Township reserves the right to conditionally or subsequently accept a proposal from and award a contract to the next most qualified Contractor if the successful Contractor does not execute the Contract, provide the insurance, and satisfy any other conditions of proposal acceptance established within the time required.

6. The evaluation and award of this proposal will be based on a combination of factors including, but not limited to the proposal prices, past performance, compliance with specifications, and any other factors considered to be in the Township's best interest. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the Township.

Bid Bond

Contractor must submit a Bid Bond executed by a surety company acceptable to the Township and licensed to do business in the State of Michigan; or in the form of a cashier's check or irrevocable bank letter of credit, payable to the Township in the amount of 5% of proposal. Checks, bonds or letters of credit will be returned promptly after the Township and the selected Contractor have executed a Contract or the expiration of the 60 day period during which proposals may not be withdrawn. If no Contract has been awarded by that date, any Bidder may withdraw its Proposal and Bond. All fees associated with these bonds are to be paid by the contractor.

Insurance

A certificate of insurance naming the Township as an additional insured must be provided by the successful contractor prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the Township and remain in force during the entire contract period.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



EXHIBIT A

Scope of Services Fire Station #3

Provide a pre-demolition hazardous materials survey for the structures known as Fire Station #3 and the adjacent Edie Residence.

Introduction

The Charter Township of West Bloomfield (Township) has concluded a Facility Assessment Study of existing Fire Station #3 and has determined that it will be replaced with a new fire station to be built on the existing site and the adjacent site. The Township will demolish Fire Station # 3 and the single-family residential building located on the adjoining site prior to construction of its replacement fire station.

The Township is requesting proposals (RFP) for providing pre-demolition services for the structure known as Fire Station #3 and the adjacent Edie Residence.

The Township reserves the right to accept or reject any proposals or part of any proposal and to waive any informality concerning the proposals when such rejection or waiver is deemed to be in the best interest of the Township.

Proposals are being solicited from qualified companies. Proposals must be submitted in accordance with guidelines presented in this Request for Proposal (RFP) and must, at a minimum, include the scope of services outlines.

Pre-Demolition Environmental Inspection

The contractor shall conduct a pre-demolition hazardous material survey and environmental inspection. The contractor shall provide any necessary testing to determine the extent of hazardous materials. All reports and data shall become the property of the Township. The result shall be to enable demolition to proceed with full knowledge and without any further testing or required remediation costs and or implications.

The contractor will apply for all required Township, State, or Federal permits. The typical application procedures will apply but only the Township permits will be issued at no cost.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



Schedule of Work

The final report electronically transmitted along with six paper copies shall be delivered to the Township no later than NOON on May 15, 2017.

BIDDER INFORMATION

Firm Name:

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



Address:

City/State/Zip Code:

Telephone Number:

Email Address:

Firm Established: _____ **Years in Business:** _____

Type of Organization: _____ **State of Organization:** _____

Representative's Name & Title:

Signature:

Date:

The above individual is authorized to submit this proposal and declares that he/she have informed themselves fully in regard to the conditions to be met in the performance of the work, and having read and examined all the specifications pertaining to the work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary, for the satisfactory and complete performance of the work for West Bloomfield Township.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



The bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

The bidder affirms that this proposal has not been prepared in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor and the bidder has full authority to execute any resulting contract awarded as result of, or on the basis of the proposal.

By submission of this proposal the Bidder agrees that at the time of submittal: (1) Bidder has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, and that (2) Bidder had no notice or knowledge of any "Conflict of Interest" that would be created by an award of a contract to Bidder A. "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by West Bloomfield Township. Bidders shall identify any interest, and the individuals involved, on separate paper with the response and shall understand that West Bloomfield Township, at its discretion may reject their proposal.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



West Bloomfield Township

Vendor Questionnaire

Please provide the following information and submit with your proposal:

Firm Name: _____

Established: _____ State: _____

Type of Organization:

- Individual Partnership Corporation Joint Venture
 Other _____

1. How many years has your company been providing this type of service? _____

2. Please provide a list of at least three (3) references who have had similar work performed by your company _____

3. How many employees does your company employ? _____ Full time _____ Part time

4. Provide a timeline detailing the project _____

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



- 5. Would you subcontract any of the services being requested? _____

- 6. Explain Installation process _____

- 7. Explain details regarding your warranty on products and installation _____



The foregoing questionnaire is a true statement of facts:

Signature of Authorized Company Representative: _____
Representative's Name: (print) _____
Title: _____
Company: _____
Address: _____
Phone Number: _____
Date: _____

WEST BLOOMFIELD FIRE & EMS SERVICES

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ATTACHMENT A - INSURANCE REQUIREMENTS

The Contractor, or their subcontractors, shall not commence work under this agreement until they have obtained the insurance required below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers with an AM Best rating of A or higher, and acceptable to West Bloomfield Township.

Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

WEST BLOOMFIELD FIRE & EMS SERVICES

5425 West Maple Rd • West Bloomfield • MI • 48322



Pollution Liability: The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

Additional Insured: Commercial General Liability, Motor Vehicle Liability, and Pollution Liability insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** West Bloomfield Township.

Cancellation Notice: All policies of insurance, as described above, shall include an endorsement reading as follows: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: _____."