



CITY OF ROCKY MOUNT

Development Services

Request for Quote #: 320-290121CH

Mobile City Property Demolitions

Date of Issue: 02/02/2021

Quote Due Date: 02/12/2021

4:00 pm

Direct all inquiries concerning this RFQ to:

Cheryl B. House

Purchasing Clerk

Email: Cheryl.House@rockymountnc.gov

Phone: 252-972-1229

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1.0 PURPOSE AND BACKGROUND

The City is requesting a price for the demolition and cleanup of one residential location listed under the scope of work section of these specifications.

Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's quote invalid, and it shall not be considered.

2.2 EMAILING/MAILING INSTRUCTIONS

Instructions: Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below or emailed to Cheryl.House@rockymountnc.gov

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
QUOTE NUMBER: 320-290121CH Attn: Cheryl House City of Rocky Mount PO Box 1180 Rocky Mount, NC 27802	QUOTE NUMBER: 320-290121CH Attn: Cheryl House City of Rocky Mount 331 S. Franklin St Rocky Mount, NC 27802

Vendors shall deliver one (1) **original signed executed quote** or one (1) electronic copy via email.

Quote number shall be marked on the outside of the sealed envelope with the Vendor's name and date and time of opening.

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed quote physically in this Office or emailed by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City's Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Site visit	Vendor/City	Friday 2/5/2021 10:00 a.m.

Submit Written Questions	Vendor	Monday 2/8/2021
Provide Responses to Questions	City	Tuesday 2/9/2021
Submit Bids	Vendor	Friday 2/12/2021 4:00 p.m .
Contract Award	City	TBD

Urged and Cautioned Site Visit

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this Request for Quote. A non-mandatory site visit is scheduled for 10:00 AM Eastern Time at 2413 Tanner Road, Rocky Mount, NC. Submission of a quote shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this quote.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Request for Quote, must be confirmed by written addendum before it can be considered to be a part of this quote.

2.4 QUESTIONS ABOUT QUOTE

Purpose: Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to Cheryl.House@rockymountnc.gov by the date and time specified above. Vendors should enter "RFQ #320-290121CH – Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City 's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing quote webpage <http://www.rockymountnc.gov/bids>, and/or the North Carolina's Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

2.5 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: TERMS AND CONDITIONS
- d) ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

- e) Certificate of Insurance
- f) Demolition Permit
- g) Asbestos Permit

2.6 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **RFQ:** Request for Quote.
- d) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

2.7 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor's quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor's offer, at the Cities election.

3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive responsible bidder meeting specifications.

3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City.

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City .

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

4.1 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

4.2 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each property. Invoices shall include detailed line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, Order Date, Buyers Bid Number, Item Descriptions, and Price,

5.0 SCOPE OF WORK

5.1 GENERAL

- a) As time is of the essence, the Contractor awarded this bid shall be prepared to start demolition on this structure within thirty (30) calendar days of the issuance of the Purchase Order. It is further required as part of the condition of the contract, that demolition be completed and that the site be cleaned up and stabilized within five (5) calendar days of initiating demolition. Overall, the Contractor shall complete the work within a total of thirty-five (35) calendar days from issuance of the Purchase Order. The contractor will be required to install and maintain temporary sedimentation and erosion control measures to prevent sediment from leaving the site and entering the storm drainage system. This would primarily consist of block and gravel curb inlet protection. Bad weather days will be considered but must be coordinated with Kelly Cook, Community Code Supervisor. Mr. Cook may be contacted at 252.467.4955
- b) The removal process will include ALL debris from the each lot i.e., all rocks, masonry, and wood/metal scraps. The demolition area will be raked clear/smooth of ALL debris before seeding. The Contractor shall backfill and compact all excavated areas with sand-clay and dress off and fill in all low spots with topsoil in order to provide positive drainage within the limits of the work area and shall grade, reseed, and straw the demolition area and any other areas disturbed during completion of the work. Reseeding is to be done with Kentucky Fescue grass seed. (The result of this effort will create an area that can easily be maintained with standard residential yard maintenance equipment.) The removal process must include dust control. This process must be accomplished with the use of at least a 1" hose with a nozzle producing a fog spray pattern sufficient to maintain adequate dust control to the satisfaction of Alan Pridgen, Senior Community Code Inspector or Charlina Chavis, Senior Community Code Inspector.

NOTE: The contractor must remove any trees damaged during the demolition process.

- c) The Contractor awarded the bid shall be responsible for all equipment, labor, and materials needed to demolish the property and the hauling of materials to disposal site. If present, the contractor will not be allowed to stage equipment or cross a box culvert located on or immediately adjacent to the property. Disposal of materials is to be done in accordance with all Federal, State, and Local laws and must be at a State approved landfill. Copies of the waste manifest bills from the landfill must be supplied at the time you submit your bill for payment of the demolition. Payment will not be made until such time as these manifests are provided to the City by the Contractor.
- d) The Edgecombe County Landfill will accept all materials related to the removal of the manufactured homes as follows:
 - a. All household waste, trash and garbage must be separated

- b. All household appliances, white goods (thermostats included) must be separated
- c. All C&D (construction and demo) material must be separated
- d. Steel MH chassis/frames may be disposed of at the landfill
- e) The Edgecombe County Landfill charges \$45 per ton for C&D, which the contractor will be responsible for at the time of delivery. Edgecombe County Landfill accepts cash, credit/debit cards or checks. For further information, please contact the Edgecombe County Landfill at 252-827-4253.
- f) The contractor has the option to drop chassis/frames at the Edgecombe County Landfill or they may be scrapped at a facility of their choice for reimbursement.
- g) The contractor must provide copies of all landfill tickets to show proof of disposal upon completion before the City of Rocky Mount issues payment.
- h) A bond of \$1,000 shall be posted with the Inspections Division by the Contractor awarded the contract before demolition can begin. The Inspections Division is located on the 2nd floor of City Hall. The bond shall be in the form of cash, cashier's check, certified check or a bid bond, and by a surety licensed to do business in the State of North Carolina.
- i) For each day in excess of the deadline, the Contractor shall pay the City the sum of \$100 per day as liquidated damages. Liquidated damages shall be compensation for damages suffered by the City and shall not be interpreted as a "fine" or "penalty". No additional payment or bonuses shall be made for completion of the contract in less than the noted time period.
- j) Before award of this contract to the low bidder, the Contractor shall provide a "Limits of Insurance Coverage" form to the Purchasing Department.
- k) To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City, its agents, and employees from and against all claims, damages, loss, and expenses including, but not limited to, attorneys' fees arising out of or resulting from the work, provided that any such claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease, or death, or to injury destruction of property (other than the work itself) including the loss of use resulting there from, and (b) is caused in whole or in part by negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such claims, damages, loss, and expenses are caused in part by any party indemnified hereunder.
- l) Before payment is made for demolition of the house(s), the Contractor receiving award of the contract shall submit to Kelly Cook, Community Code Supervisor, a signed statement giving the name(s) of any sub-contractors used and that all sub-contractors have been paid.
- m) The City of Rocky Mount reserves the right to reject any and all bids or to re-advertise should the need arise.

In addition to the removal of this structure (and the contents) at the location listed in this proposal, special conditions/exceptions will apply.

5.2 PROPERTIES TO BE DEMOLISHED

Six (6) single-wide manufactured homes in various conditions of dilapidation and disrepair located within the Mobile City Mobile Home Park and situated as follows:

- a) At or near 325 Kasey Lane (3rd MH on left when entering property; white)
- b) At or near 341 Kasey Lane (4th on left; beige with shop in rear; missing portion of roof)
- c) At or near 405 Kasey Lane (all siding removed; at corner of Kasey and Tolston)
- d) 304 Cliff (all siding removed; at end of Cliff)
- e) 312 Cliff (all siding removed; full of trash and waste)
- f) 316 Cliff (all siding removed; full of trash and waste)

5.3 VENDOR'S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

Attachments to this RFQ begin on the next page.

ATTACHMENT A: PRICING FORM

All labor costs, direct and indirect, shall have been determined and included in the quote. The cost and availability of all equipment, materials, and supplies associated with performing the services described in the scope of work shall have been determined and included in the quote.

Line	DESCRIPTION	UNIT PRICE
1	The demolition and removal of six (6) single-wide manufactured homes in various conditions of dilapidation and disrepair located within the Mobile City Mobile Home Park as noted in section 5.3.	\$ [REDACTED]

Contractor availability: Proposed project start date may be [REDACTED], 20[REDACTED] with a completion date of [REDACTED], 20[REDACTED].



ATTACHMENT B: ACCEPTANCE OF TERMS & CONDITIONS

City of Rocky Mount General Terms and Conditions

Review Terms and Conditions: <https://rockymountnc.gov/vendor>

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

This Space Is Intentionally Left Blank

ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFQ. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification:

VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 and E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/vendor

ATTACHMENT D: IDENTIFICATION OF SUBCONTRACTORS

Firm Name, Address and Phone #	Work Type	HUB Certified (Y/N)	Payment
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$
[Redacted]	[Redacted]	[Redacted]	\$

CERTIFICATION BY PRIME CONTRACTOR:

Before payment is made for demolition of the properties, the Contractor receiving award of the contract shall submit to the Community Code Supervisor, a signed statement giving the name(s) of any sub-contractors used.

Contractor

By: [Redacted] Date: [Redacted]

Signature & Title

Approved: CITY OF ROCKY MOUNT

By: _____ Date: _____
Community Code Supervisor