

Request for Proposal for Metal Material Removal at 108 W. Chicago Road

Proposal of _____ (Bidder), organized and existing under the laws of or a resident of the State of _____, doing business as _____,* to the Sturgis Downtown Development Authority (DDA).

*Insert as applicable: "a corporation," "a partnership" or "an individual."

1. The Sturgis Downtown Development Authority (DDA) will receive sealed Proposals for **Metal Material Removal at 108 W. Chicago Road** at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until **October 26th, 2020, 4:00 p.m., local time**. No Proposals will be received after this date and time. Proposals must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "Proposal Enclosed", the project title and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Proposal is enclosed.
2. Proposal may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the DDA and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis DDA for consideration at its meeting on Wednesday, November 4th, 2020.
3. The DDA reserves the right to waive any irregularities and to reject any and all Proposals.
4. The undersigned Bidder proposes and agrees, if this Proposal is accepted, to complete Metal Material Removal at 108 W. Chicago Road as specified in their Proposal with respect to cost and scheduling.
5. Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the work. An open pre-proposal tour of the property for any interested Bidders is scheduled for Friday, October 16th at 1:30 pm. Individual Bidders unable to make this date may arrange an individual tour by contacting Assistant City Manager Andrew Kuk at akuk@sturgismi.gov or 269-659-7234 on or before Friday, October 23rd.
6. DETERMINATION OF AWARD. Proposals will be reviewed and considered based on the factors included in the Proposal form, including cost, timeframe of completion, estimated volume of material removed, professional qualifications, and location of the bidder. If more than one bid is found to be equal in these respects by the DDA, award will be provided based a process of random selection such as coin flip or dice roll until a proposal is selected.
7. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Proposal; Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the DDA.
8. SPECIFICATIONS. The awarded Bidder will have the right to remove all metal material from both storefronts associated with 108 W. Chicago Road including materials located in the basement and second floor. Material does NOT include wiring, piping, or material structural to the building unless specifically authorized by the DDA. The DDA will identify to the Bidder any additional material not subject to removal during a walk-through of the building. If the DDA wishes to retain an item after a Proposal has been accepted which was not previously identified as excluded, they have the right to retain after negotiation with the awarded Bidder on the terms of the proposal.

The awarded bidder will ensure that no further damage is done to: the structure of the property, any existing exterior windows or doors, any exterior or interior walls, and/or the roof or ceiling of the building unless prior approval is given by the DDA as part of the activities of this proposal. If damage is done, the awarded Bidder will ensure the structure is returned to the same or better condition than when work commenced.

9. GENERAL REQUIREMENTS.

(A) Insurance

The Contractor shall at all times during the Contract maintain in full force and effect Employer's Liability, Workmen's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage and shall make the Sturgis Downtown Development Authority a certificate holder of any such insurance. The certificates shall contain the following express obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given to the certificate holder."

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

Workers Compensation Insurance:

- A. State: Statutory
- B. Applicable Federal (e.g., Longshoreman's): Statutory
- C. Employer's Liability: \$ 500,000.00

Errors and Omission Insurance with a minimum of \$1M per claim/\$2M aggregate

General Liability Insurance:

- D. General Aggregate \$ 1,000,000.00
- E. Products-Completed Operations Aggregate \$ 1,000,000.00
- F. Personal and Advertising Injury \$ 1,000,000.00
- G. Each Occurrence (Bodily Injury and Property Damage) \$ 1,000,000.00
- H. Property Damage liability insurance shall provide Explosion, Collapse and Underground coverages where applicable.
- I. Excess or Umbrella Liability:
 - a. General Aggregate \$ 2,000,000.00
 - b. Each Occurrence \$ 2,000,000.00
- J. Contractual Liability:
 - a. Bodily Injury:
 - i. Each Person \$ 1,000,000.00
 - ii. Each Accident \$ 1,000,000.00
 - b. Property Damage:
 - i. Each Accident \$ 1,000,000.00
 - ii. Annual Aggregate \$ 1,000,000.00
- K. Contractor's Pollution Liability \$ 1,000,000.00

Automobile Liability (including hired and non-owned vehicles):

- L. Bodily Injury:
 - a. Each Person \$ 1,000,000.00
 - b. Each Accident \$ 1,000,000.00
- M. Property Damage:
 - a. Each Accident \$ 1,000,000.00
- N. MCS 90 Endorsement on Vehicle Insurance: Statutory

To the extent permitted by law, all or any part of any required insurance coverage may be provided under a plan or plans of self-insurance. The coverage may be provided by the Contractor's parent corporation.

(B) All bidders must meet requirements for compliance with OSHA & MI OSHA and any other applicable Federal, State, or local laws pertaining to this project. Asbestos remediation has been completed by the property owner.

10. If Bidders have questions, they may contact Andrew Kuk, Assistant City Manager at akuk@sturgismi.gov or 269-659-7234.

PROPOSAL FORM

1) Select ONE of the following that applies and enter amount if applicable (note, these costs should NOT factor in scrap value – awarded bidder receives any scrap value from the project):

Cost to DDA for Service \$ _____

No Cost to DDA for Service \$0.00

Payment to DDA for Service \$ _____

2) Estimated volume of material to be removed in yards: _____

3) Date which you would be available to start (please date after November 4th) _____.
Estimated days for completion of project _____.

4) Professional qualifications / Experience (please provide brief narrative on history with similar work):

SUBMITTED on _____, 20__ By: _____
Date* Name of Bidder*

Street* Signature

City, State, and Zip* Name and Title of Signatory*

Telephone Number*

*Typed or printed in ink