



## REQUEST FOR PROPOSAL

Demolition, Debris Removal and Site Work at  
178 E. Adams St., Ionia, Michigan

Completion Sought: May 15, 2021

Issue Date: February 15, 2021

**Closing Date and Time: March 15, 2021, 4:30 PM**

Submit Proposals to:

Ionia Community Library  
Dale Parus, Director  
126 E. Main St.  
Ionia, MI 48846

**AND/OR ELECTRONICALLY**

[ioniacommunitylibrary@gmail.com](mailto:ioniacommunitylibrary@gmail.com)

## TABLE OF CONTENTS

Overview	2
Examination of Site	2
Conditions	2
Special Conditions	2
General Conditions	2
Scope of Work	3
Submission Procedure	3
Requirements and Specifications	4
Evaluation criteria	4
Projected Award Timeline	4
Disclaimers	5
Schedule A - Proposed Cost for Services	6
Schedule B - Bidder Information	7
Schedule C - References	8

## OVERVIEW

The Ionia Community Library (Library) is a district library and municipal corporation of the State of Michigan whose main office is located at 126 E. Main St. The library is issuing a Request for Proposal (RFP) to solicit bids from qualified and bonded contract firms (Contractor) to demolish a shed on property that it owns at 178 E. Adams St. in Ionia, Michigan.

The following additional services are also desired: the removal of the shed debris from the site, including the shed's contents, and the site work needed to level and provide clean fill for the lot so that it meets all code considerations of the City of Ionia.

The Scope of Work is specified in this document and in the Schedules that follow.

The qualified Contractor shall be selected at the sole discretion of the Library using a competitive, quality-based, fair and open process.

An electronic copy of this RFP may be found on the library website, [ioniacommunitylibrary.org/](http://ioniacommunitylibrary.org/)

## EXAMINATION OF THE SITE

An opportunity to examine the site with Director Dale Parus will be held on **2 PM Friday, February 26**. Please call or email Mr. Parus if you plan to attend.

## CONDITIONS

❖ **All invitations to bid issued by the Library will bind bidders and successful Contractors to the conditions and requirements set forth in the following Special and General Conditions, and such Special and General Conditions shall form an integral part of the awarded contract.**

## SPECIAL CONDITIONS

### Non-Performance Clause

The successful Contractor shall be aware that it will be required to perform all work specified in the bidding specifications and contract documents with careful detail. The Library Board (Board) or its designee (the Director) reserve the right to terminate the contract immediately for issues related to non-performance.

## GENERAL CONDITIONS

1. All invitations to bid issued by the Library will bind bidders and successful Contractors to the conditions and requirements set forth in these General Conditions, and such General Conditions shall form an integral part of each contract awarded.
2. The Library reserves the right to determine the initial starting and ending dates of the Scope of Work or to amend them as necessary in the best interests of the Library.

3. Invoicing shall occur for only work that has been performed.
4. The Contractor shall be responsible for all repairs or damages to Library property that are caused by his/her equipment, personnel or materials used.
5. **Prohibition on Smoking, Use of Tobacco Products and Vaping Devices.** The Contractor shall ensure that employees do not smoke, use tobacco products or vaping devices on Library property.
6. The Contractor shall ensure that all workers on Library property are at least 18 years of age.

## SCOPE OF WORK

The Library desires the following services:

<ul style="list-style-type: none"><li>• Demolition of shed</li></ul>
<ul style="list-style-type: none"><li>• Removal and Proper Disposal of All Debris</li></ul>
<ul style="list-style-type: none"><li>• Site Work and basic lot improvement to meet City Code</li></ul>

**All work shall be coordinated through Dale Parus, Director, or his designee.**

## SUBMISSION PROCEDURE

1. Bids may be:
  - Sent electronically to the email address provided in this RFP. **Send proposals in PDF format.** For delivery deadline purposes, the time and date stamp shall be the one provided by the email system software.
  - Mailed via the U.S. Postal Service or another nationally recognized delivery service such as UPS, Fed-Ex, etc.
  - Delivered in person.
2. Proposals, delivery envelopes and email subject lines shall be titled, **Demolition and Debris Removal Proposal.**
3. Proposals must be received **by 4:30 PM Monday, March 15, 2021**; late submissions shall not be considered.
4. The proposals will be reviewed at that time, but no awards shall be immediately made.

**The Library shall not be responsible for late, mis-delivered or non-receipt of proposals; please see the DISCLAIMERS section of this RFP for further information.**

## REQUIREMENTS AND SPECIFICATIONS

In order to receive full consideration, Bidders shall provide the following elements in their Proposals:

1. **Cover Letter Stating a full Understanding of the Scope of Work and Start Date** – Respondents must affirm their understanding of the scope and quality of the work sought in this RFP in a cover letter and the project's completion time frame.

2. **Schedule A, Cost of Services** – List the cost of services to be provided.
3. **Schedule B, Bidder Contact Information** – List the owner of the company and other key employee information.
4. **Schedule C, References** – List three references and contact information.
5. **Authorized Signature** – Schedule B must be **signed and dated** by an authorized owner, partner, manager or officer.
6. **Conflict of Interest** – Disclose any potential conflicts of interest that the firm may have in performing the requested services for the Library or state “None.”
7. **Proposals Shall Be Typewritten** – Handwritten, illegible or vague bids will be rejected.
8. **Insurance** – Include proof of appropriate levels of Commercial General Liability and other Insurances.
9. **Contracts** – A copy of the standard operating agreement used by the Contractor. Please note that the Library will require in its contractual relationship appropriate levels of liability insurance and a hold harmless clause that is in the best interest of the Library.

## EVALUATION CRITERIA

The evaluation and selection of the proposals may be based on, but not limited to, any or all of the following:

1. Qualifications and experience of the proposer.
2. Ability of proposer to provide quality and timely services.
3. The quality of the information presented in the Proposal.
4. Reference Checks.
5. Insurance and Liability Status.
6. The Bidder’s proposed cost to provide the services.
7. Other factors determined to be in the best interest of the Library.

## PROJECTED AWARD TIMEFRAME AND BID LENGTH

The Library anticipates contract awards to take place by the close of business on March 19, 2021.

The Library reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in the bid that acceptance thereof must be made within a shorter specified time.

## DISCLAIMERS

- The bidder assumes all responsibility of verifying that the Library received their proposal by the deadline listed in this RFP.

- The Library shall not be responsible for the mis-delivery or non-receipt of proposals purportedly sent to it via any manner of delivery, whether electronic, U.S. Mail, delivery service or any other delivery service method.
- The Library reserves the right to reject any and all proposals, to waive any informality or irregularity in a proposal if deemed to be in the best interest of the Library, negotiate changes in the scope of work or time of completion, services provided or portions thereof, and to select the proposal that is considered to be most advantageous to the Library. As the proposer with the lowest bid may not necessarily be the most qualified proposer for the project, the Library shall base its award criteria on multiple factors, not just cost.
- The final selection shall be made at the sole discretion of the Library Board or its designee (the Director). The Board or Director may request additional information from bidders or request personal interviews with one or more bidders prior to the award of a contract.
- The Library shall not be liable for any costs incurred by the bidder for the preparation and production of the proposal or for any work performed prior to the execution of a contract.
- Proposals become the property of the Library at the time of reading and are subject to disclosure under the Freedom of Information Act.
- Bidders who have questions concerning this RFP shall contact Dale Parus, Director.
- The Library, by statute, is exempt from State and Federal Taxes.
- The Library is an equal opportunity employer. Contractors to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

**SCHEDULE A****PROPOSED COST OF SERVICES**

<b>SERVICE</b>	<b>COST TO COMPLETE</b>
<b>Demolition of Shed</b>	\$
<b>Removal and Proper Disposal of All Debris (including the materials housed in the shed at Contract Award Time)</b>	\$
<b>Site Work and basic lot improvement to meet City Code (leveling, clean fill, etc.)</b>	\$

**SCHEDULE B****BIDDER INFORMATION**

Provide the basic information for the company as requested.

Include the company or individual's name, telephone number and email contact information.

<b>Company Name</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	
<b>Telephone</b>	
<b>Years in Business</b>	

**OWNER AND KEY PERSONNEL**

Please provide the basic information requested and include an authorized signature.

<b>Owner</b>	
<b>Manager/Key Office Personnel</b>	
<b>Direct Telephone No.</b>	
<b>Direct Email</b>	
<b>*Authorized Signature</b>	
<b>Date</b>	

**\*Download file to sign electronically**



**SCHEDULE C****REFERENCES****REFERENCE 1**

<b>Company</b>	
<b>Name</b>	
<b>Title</b>	
<b>Telephone No.</b>	
<b>Email</b>	

**REFERENCE 2**

<b>Company</b>	
<b>Name</b>	
<b>Title</b>	
<b>Telephone No.</b>	
<b>Email</b>	

**REFERENCE 3**

<b>Company</b>	
<b>Name</b>	
<b>Title</b>	
<b>Telephone No.</b>	
<b>Email</b>	