

Request for Proposals
BUILDING DEMOLITION SERVICES



Coffeyville Community College
400 W. 11th Street
Coffeyville, KS 67337

Date Issued: February 1, 2022

Date Due: February 14, 2022 at 2:00 pm, local time

INSTRUCTIONS TO PROPOSERS

1. SCOPE OF WORK

Project Description:

Coffeyville Community College (CCC) is issuing this Request for Proposals (RFP) soliciting proposals from qualified firms to complete demolition a structure adjacent to CCC's main campus. This building is free of asbestos.

Building Locations:

- 604 W. 9th Street (House and garage)

2. PROVISIONS

- A. The contractor shall provide all materials, tools, machinery, labor and supervision necessary for the demolition work on the above property. Demolition work shall include excavation of any footing and foundations, including sidewalks not adjacent to the streets/parking, and removal of fencing and other debris from the demolition site.
- B. Contractor shall be responsible for obtaining the local demolition permits. CCC will make arrangements for utility disconnects, but it will be the responsibility of the contractor to contact all utility providers (water, sewer, electric, gas and cable) prior to commencement of demolition activities to ensure that disconnection has been made.
- C. No materials shall be salvaged, stored or accumulated on the site.
- D. The contractor shall be responsible for the removal and proper disposal of all materials and shall provide Coffeyville Community College with landfill receipts prior to release of payment. Debris to be delivered to a landfill(s) licensed for this type of debris in accordance with all federal, state and local laws. All loads shall be covered and secured prior to and during transport. The contractor relieves CCC of all liability in the disposal of debris. The contractor is responsible for all other applicable fees, permits and required notices not identified in Section 2.A above.
- E. The contractor will provide a safe working environment.
- F. Contractor must backfill excavation site with clean fill material including quality topsoil material in preparation for seeding. Contractor must proof roll the fill material to assure compaction and a level site to existing elevations.

3. SCHEDULE

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| • Issue Request for Proposals (RFP) | 2/1/2022 |
| • Deadline for receipt of written questions and requests for addendum | 2/8/2022 |
| • CCC responds to questions and/or addendum issued | 2/10/2022 |
| • Proposals Due – 2:00 pm Central Time | 2/14/2022 |
| • Tentative Notice to Proceed | 2/23/2022 |

4. GENERAL PROPOSAL CONDITIONS

- A. Contractors must meet all licensing requirements of the City of Coffeyville.
- B. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- C. Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent contract between the selected proposer and CCC.
- D. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be CCC's responsibility, and its judgment shall be final.
- E. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, and other information as specified in Section 6 and otherwise required in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

5. SUBMISSION OF PROPOSALS

- A. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communications should be addressed to CCC as follows:

Jeff Morris
VP for Operations & Finance
Coffeyville Community College
400 W. 11th Street
Coffeyville, KS 67337
Phone: 620-252-7177
Email: morris.jeff@coffeyville.edu

- B. Written proposals must be received by CCC at its office address listed in paragraph A of this section by 2:00 pm, Central Time, February 14, 2022.
- C. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.

- D. Each proposal shall be in the form specified in this RFP, and in a sealed envelope with outside markings stating: CCC Demolition Proposal.

6. REQUIRED ELEMENTS OF PROPOSALS

- A. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal; and the name, address and telephone number of the contact person who will be authorized to make representations for the organization.
- B. Bid Submittal Form. (Included in this RFP)
- C. Proposed Work Plan/Schedule.
- D. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in an amount of at least \$1M. If proposer is awarded a contract for this project, a certificate of liability insurance listing CCC as an additional insured will be required.

7. CLARIFICATION AND ADDENDA PROCESS

- A. A proposer may submit to CCC a written request for an interpretation or clarification of, or an addenda to this RFP. Any such request must be received by CCC no later than 5:00 pm, Central Time, February 8, 2022. The request must be emailed to morris.jeff@coffeyville.edu. The subject line of all emails should be "CCC – Demolition RFP." Proposers should specifically note CCC prefers questions be submitted by email.
- B. CCC will review and prepare a written response to each request made by a proposer pursuant to this section. CCC written determination will be emailed by February 10, 2022, unless circumstances require a later date.
- C. CCC reserves the right to make modifications or addenda to this RFP. If CCC determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon CCC's own initiative, CCC will issue, and make available to all prospective proposers via CCC's website at www.coffeyville.edu.
- D. CCC is not bound by any oral interpretations, clarifications, or changes made to this RFP by any CCC employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.

8. COST OF PROPOSAL

Any costs incurred by proposers in responding to this RFP shall be the proposer's sole expense and will not be reimbursed by CCC.

9. CANCELLATION OF REQUEST FOR PROPOSALS

CCC reserves the right in its discretion to cancel this RFP in whole or in part.

10. PROPOSAL REJECTION

CCC reserves the right to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any contract resulting from any proposal submitted, without expense to CCC.

11. PROPOSAL WITHDRAWAL

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided upon request. Bid results will not be given over the telephone. No bid may be withdrawn for a period of thirty (30) calendar days after February 14, 2022.

12. AWARD

Award of bid shall be made to the lowest responsible bidder meeting the specifications set forth herein. In addition to the quoted price, the following criteria may be used in the award: past experience, and service provided by the proposer, quality of work, completion date, and other factors deemed relevant by CCC.

COFFEYVILLE COMMUNITY COLLEGE

BID SPECIFICATIONS / BID SUBMITTAL FORM

Project Location: 604 W. 9th St.

The undersigned DEMOLITION CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Bid \$ _____

Available Start Date: _____

Length of time for Completion: _____

Submitting Firm: _____

Address: _____

Name of Authorized Representative (print/type) : _____

Title: _____

Authorized Signature: _____

Date: _____

Email: _____

Phone Number: _____

FIRM PRICING

Prices submitted in this bid form are firm through (minimum 30 days): _____