**INSTRUCTIONS & SPECIF1CATIONS**

**2023 DEMOLITION- 217 W. COOLSPRING AVE, MICHIGAN CITY IN 46360**

**Introduction**

The intent of this Request for Bids (RFB) is to establish the general specifications for the demolition of **217 W. Coolspring Ave., Michigan City, Indiana.** The RFB submitted shall incorporate all features listed in this Instructions & Specifications and all corresponding bid documents.

**1. INSTRUCTION FOR BIDDERS**

1. A RFB must be submitted in a **SEALED ENVELOPE** addressed to the Board of Public Works & Safety (hereinafter referred to as "Board") with the return address of the bidder shown. RFB must be clearly marked **"Demolition- 217 W. Coolspring Ave."-** on outside of envelope.
2. All sealed RFB should be delivered to the Board of County Commissioners, 555 Michigan Ave., LaPorte, Indiana on or before **October 3, 2023 at 4:00 p.m.** (CDT)Any RFB received after the presiding official declares the time for submitting RFB closed will not be considered.
3. A mandatory Pre-Bid Conference and walk through will be held on **September 18, 2023 at** **1:00 p.m.,** (CDT) at 217 W. Coolspring Ave., Michigan City, Indiana. This may be the only Pre-Bid Conference. Failure to attend this mandatory Pre-Bid Conference and Pre-Bid walk through will result in the bid not being accepted.
4. Each bidder must sign and return the following in your sealed RFB:

* Bid Form
* A Bid Bond, signed by both the surety and the bidder, or Cashier's Check, in an amount equal to ten percent (10%) of the total bid amount must accompany each bid.

E.) Please read and follow the Notice-Request for Bids, as well as all specifications and all bid documents, including the contract, when completing the bid proposal. Should you have any questions regarding specifications, please contact Jerry Sullivan, County Engineer(219) 362-2051 x 6506 or jgsullivan@laporteco.in.gov.

1. The issuance of this bid request does not create any obligation on the part of the County to enter into any contract or undertake any financial obligations with respect to the project described herein.
2. No bidder may withdraw any bid within a period of forty-five (45) days following the date Set for receiving proposals by the Commission, the right to hold any or all bids or proposals for a period of not more than forty-five (45) days and said bids or proposals shall remain in full force and effect during said period. The LaPorte County Board of Commissioners reserves the right to reject and/or cancel any and all bids, solicitations and/or offers in whole or in part as specified in the bid documents, and to waive any nonconformity, whenever such actions are in the best interest, as determined solely by the Board.
3. Bidding on this contract shall be limited to individuals, partnerships, and corporations known to be experienced and regularly engaged in work of similar character and scope to that covered in this Request for Bids. All Bidders must have in their possession or available to them by formal agreement, or employment, of the time of bidding, personnel, equipment, and supplies which are necessary to perform the work outlined in the scope of work details. **\*Bidder shall fully complete all sections of Bid Proposal Form provided.**
4. **All bidders must examine the location and visit the** site of this project and read the Scope of Work to fully investigate the nature and extent of the work required. Bidders are responsible for becoming familiar with the location and access to the site, availability of utilities, condition of the site, and any existing construction sites governing regulatory agencies and permit processes.
5. The bidder to whom the Contract is awarded shall, within seven (7) calendar days after the notice of award, enter into the written contract with the Board of Commissioners, which is included in these bid documents, and provide the Board of Commissioners with proof of insurance as specified in these solicitation documents. Failure to execute a contract will be considered abandonment of the award, bidder's surrender and forfeit of bidder's bond to the Board of Commissioners as liquidated damages, and the Board of Commissioners shall have no further obligation to that bidder.

Proof of Insurance- is further defined in the Agreement. Please note that LaPorte County must be named as an additional insured regarding the Commercial General Liability and Auto Liability. In addition, language must be included on the Certificate of Insurance stating that LaPorte County Board of Commissioners must be given sixty (60) days written notice of cancelation or nonrenewal of said contract. Failure to comply with the exact insurance limits and terms associated with said insurance, -within the time limits set forth herein, will result in the termination of any award of said contract.

1. The Board of Commissioners is not liable for any costs incurred by contractors prior to the issuance of a contract or alter the execution of the contract if the bidder has not timely commenced work.
2. All materials submitted as part of a bid will become the property of the County.
3. LaPorte County seeks to have the demolition of the structure and all work related to the demolition fully completed within sixty (60) days from date contract is signed by the Board of Commissioners. Demolition work shall commence within twenty (20) days from the contract is signed by the Board of Commissioners.
4. LaPorte County is exempt by law from paying taxes on County works projects and purchases.

**2. SCOPE OF WORK**

1. The work covered by this Project consists of the demolition, removal, and disposal of all buildings and building components, miscellaneous items, landscaping in the immediate vicinity of building(s), and trash of building located at 217 W. Coolspring Ave, Michigan City Indiana 46360.

Demolition shall include all labor, equipment, materials, and incidentals necessary to complete said demolition work.

Demolition shall include the removal of the foundation, slabs, and paved pads.

1. Time/Duration: The timeline for the completion of the project is as follows:

* Project Start Date: The project shall commence immediately alter the Agreement has been fully executed by the Board of Commissioners and the County has received the necessary proof of insurance from Bidder. Bidder shall bait for rodents seven (7) days prior to commencement of the demolition.
* Project Completion Date: The project shall be completed within sixty (60) days after the Agreement has been fully executed by the Board of Commissioners and the County has received the necessary proof of insurance from Bidder.

Failure to comply with timetable will nullify the bid award. Extension of this timetable may only be granted by the Board of Commissioners upon written request of Bidder and only upon a showing of good cause. Good cause shall be determined at the discretion of Board of Works on a case-by-case basis.

1. All material resulting from the demolition work, except such materials as may be the property of utility companies providing service to the building, shall become the property of bidder, and shall be disposed of in accordance with all federal, state, and local laws.
2. Bidder shall be solely responsible for identifying all hazardous materials, including but not limited to asbestos, mercury, PCBs, and lead based paint in buildings. All hazardous materials shall be removed and disposed of by Bidder in compliance with all federal, state, and local laws.

E.) Bidder shall be responsible for all necessary permits, calling utilities beforehand to mark out all utilities that may be required and the payment of any fees connected therewith, and for conforming to all applicable safety codes pertaining to the work,

F) -Any street-closures must-be-coordinated-with-the-Michigan City Board-of Works prior to- demolition-and follow any and all regulations and requirements of the Board of Works, the Michigan City Police Department, and the Planning/Inspection Department.

1. Bidder shall provide and maintain protective barriers surrounding the entire construction area during the demolition process.
2. Bidder will cap each encountered sanitary sewer service, storm sewer service, and water lines in accordance with all federal, state, and local laws.
3. All of the building shall be completely demolished and cleared from the property. All porches, roofed areas, and other appurtenances which are attached to the building will be considered a part of the building and shall be demolished and removed with the building(s). All landscaping immediately surrounding the building(s) shall be cleared.
4. Open burning of debris or other combustibles is prohibited. The bidder MUST provide for dust, litter, and traffic control.
5. At the completion of demolition work, remove from site all debris, tools, scaffolds, apparatus, and appliances used in connection with the work. Leave site in clean condition, with no evidence of materials of existing building.
6. Backfill Requirements**:**
7. Depressions from the demolition of a building or structure and the clearing of land site shall be backfilled to an elevation of six (6) inches above the existing yard grade. The hole shall not be filled until Bidder has contacted the Building Commissioner with the Michigan City Planning and Inspection Department for an inspection and the Building Commissioner has inspected and approved the hole.
8. All material used for backfilling shall be free of foreign or organic material, and the top six (6) inches of soil in backfilled areas shall be suitable for growing vegetation. The backfilled areas shall be seeded, at the appropriate season, to provide a suitable ground cover to prevent erosion by natural elements of other causes. Sanitary sewers are to be plugged to prevent ground water from entering the abandoned line.