**BID INSTRUCTIONS**

Project: Shannontown Neighborhood Demolition – Sumter County

CDBG Project #: 4-CE-18-017

1. **INVITATION**

Sumter County will accept separate sealed bids for the complete demolition and disposal of ten (10) residential structures that CONTAIN ASBESTOS or ASBESTOS CONTAINING MATERIALS (ACM) located within the County. The bid amount shall include the removal of all construction materials above and below grade for each parcel. All underground utilities such as water, gas and sewer connections are to be terminated and sealed at the street right-of-way and the work shall include removal of all buried pipes and footings for each parcel. Lots shall be left clean and free of debris and include trimming of overgrowth, bush hogging, stump/dead tree removal, vine removal and leveling with clean fill and seeded. All materials from the sites shall be disposed of properly in accordance with all regulations. No on-site burning or burying materials is permitted.

This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. The CDBG Special Contract Provisions may apply to this project.

**All Contractor/Sub-Contractors are required to be registered in the federal System for Award Management (SAM).** Bidders on this work will be required to comply with the President’s Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must also make positive efforts to use small and minority-owned businesses and to offer employment, training and contracting opportunities in accordance with Section 3 of the Housing and Urban Development Act of 1968.

Asbestos testing as well as Project Design has been completed on all structures and reports are provided as part of this invitation.

All required Air Monitoring during asbestos abatement has been contracted separately and is not the responsibility of the Contractor/Sub-Contractor retained under this RFP.

1. **MINIMUM QUALIFICATIONS OF CONTRACTOR/SUB-CONTRACTORS**

Responding Contractor/Sub-Contractors must possess the following minimum qualifications:

1. Must be registered with the Federal System for Award Management (SAM) and not on the excluded parties list ([www.sam.gov](http://www.sam.gov))
2. Must not be debarred from conducting business within the state of South Carolina
3. Must be certified and permitted to perform asbestos abatement through the South Carolina Department of Health and Environmental Control (DHEC)
4. Must possess appropriate liability and property damage insurance
5. Must have workers’ compensation insurance
6. **ROLE OF CONTRACTOR/SUB-CONTRACTOR/SCOPE OF WORK**

Responsibilities/Scope of work include, but are not limited to:

Demolition and Clean-up

1. The Contractor/Sub-Contractor will be responsible for demolition, removal, and proper disposal of structures and contents of existing vacant residential buildings. The list of structures to be demolished is included as **ATTACHMENT A**.
2. The Contractor/Sub-Contractor will be responsible for all costs of transport and proper disposal of all demolition debris.
3. The Contractor/Sub-Contractor will provide a complete compliance history and documentation of site procedures in relation to the abatement and disposal of asbestos containing materials.
4. The Contractor/Sub-Contractor will be responsible for all landfill fees. Landfill tickets **must** be submitted with all invoices in order for payment to be processed.
5. The Contractor/Sub-Contractor will be responsible for obtaining all certifications and permits necessary for completion of the project from the applicable regulatory agencies.
6. The Contractor/Sub-Contractor will be responsible for demolition of all slabs and all underground structures to a depth of two feet below existing finish floor grade. Approved material shall be placed as backfill in all excavated areas and graded to the elevation necessary to provide positive surface drainage to all areas of the site.
7. The Contractor/Sub-Contractor is responsible for removing all debris and trash from the entire lot, and the lot is to be left in a clean, properly graded, seeded state.
8. The Contractor/Sub-Contractor is responsible for removing all slabs, walkways, driveways, fences, and accessory buildings.
9. The Contractor/Sub-Contractor is responsible for all temporary facilities necessary to successfully complete the project to include, but not limited to, portable restrooms, temporary power, temporary water, silt fencing, site security, etc.
10. Caution and care must be exercised to prevent damage to adjacent structures, and to ensure that existing businesses can operate normally without significant disruption during demolition activities.
11. Caution and care must be taken to ensure mature trees are not removed or damaged.
12. The Contractor/Sub-Contractor must comply with **SCDHEC *Regulation 61-86.1 – “Standards of Performance for Asbestos Projects”.***
13. All required Air Monitoring during asbestos abatement has been contracted separately and is not the responsibility of the Contractor/Sub-Contractor retained under this RFB.

Clearings

1. The Contractor/Sub-Contractor shall secure any necessary permits from local agencies and submit notifications to the Health Hazards Control Branch, as applicable, to include a Demolition Permit, any required Tree Permit and a City Business License.
2. For installation of sediment and erosion control devices, practices, and structures, per current SCDHEC and SCDOT standards.
3. Depressions greater than six inches created by the demolition and removal of items specified must be graded level with adjacent land, as directed by Sumter County. All areas where items specified have been demolished and/or removed, will be seeded as directed by Sumter County.
4. Upon completion of the assigned work, the Contractor/Sub-Contractor will provide written verification that all structures have been removed.

Backfill and Compilation

1. Bringing site to proper grade shall be part of the base bid. Contractor/Sub-Contractor shall bring finished grade to match the sidewalks or to existing materials on all sides of the site. Contractor/Sub-Contractor shall slope finish grade to drain.
2. It is expected that the Contractor/Sub-Contractor will backfill all excavated areas with suitable material, and grade the area to provide for positive surface drainage for the entire site (generally, 0.5% minimum slope from the highest point of adjacent road, curb or sidewalk)
3. Fill shall be for counties classified as Group B per SCDOT standard, section 203.2….1.8, #15. The following soil types are acceptable for use as backfill material in accordance with AASHTO M 145. They are as follows: A-1, A-2, A-3, A-4, and A-5. Each layer shall be spread evenly and compacted. Each layer of backfill and the top eight inches of material shall be compacted by approved equipment and the density shall be 98% as determined by the Standard Proctor Test.
4. The Contractor/Sub-Contractor will be responsible for re-seeding the site with appropriate seasonal grass for erosion control, as directed by Sumter County.
5. The Contractor/Sub-Contractor will be responsible for installation of silt fence at the edge of curb or sidewalk to prevent sediment runoff. The Contractor/Sub-Contractor will be responsible for repair of damage to any adjacent structures, and any curbing, sidewalk, or asphalt damaged during the project.
6. Should unacceptable material such as muck, building debris or other unsuitable material be discovered, Contractor/Sub-Contractor shall notify Sumter County before proceeding with work. Borrow material shall be required to meet the SCDOT standard specifications for roadways and structures. Placement and compaction will be directed by Sumter County.
7. **WORK EXECUTION**

Should work require road closure, the Contractor/Sub-Contractor shall be solely responsible for pedestrian and vehicular safety and shall provide warning devices, barricades, and ground personnel needed to provide safety, protection and warning to persons and vehicular traffic within the area in accordance with Sumter County and SCDOT Standards.

*Cleanup:* All debris shall be cleaned up each day before the work crew leaves the site unless given permission by Sumter County to do otherwise. Unless directed otherwise, it shall be the responsibility of the Contractor/Sub-Contractor to remove and lawfully dispose of all debris resulting from project activities. The Contractor/Sub-Contractor is responsible for ensuring that all work is done in a safe and responsible manner. Any damage done to either County or private property shall be the responsibility of the Contractor/Sub-Contractor to repair or to make arrangements to repair with the approval of Sumter County. This shall be done prior to final payment of contract.

*Supervision:* This Contract is under the direct supervision of Sumter County and its administering agency, Santee-Lynches Regional Council of Governments. Any alterations or modifications of the work to be performed under the contract shall be made only by written pre-authorization by Sumter County. A Change Order shall be issued to include the additional work. No claims for extra work or materials will be allowed unless covered by an approved Change Order.

*Work Crew Supervision:* The Contractor/Sub-Contractor shall provide qualified supervision of each crew at all times while working under the Contract. Each Foreman and Superintendent shall be authorized by the Contractor/Sub-Contractor to accept and act upon all directives issued by the Contract. All policies and procedures related to asbestos abatement shall be followed according to all rules and regulations provided by DHEC and the Project Design for each individual property.

*Working Hours****:***Except for emergency responses, the Contractor/Sub-Contractor shall schedule work between the hours of 6:00 a.m. and 6:00 p.m., Monday through Saturday, unless authorized by Sumter County to do otherwise.

All Request for Bid forms **(ATTACHMENT B)** must be complete and sealed bids must be submitted by the deadline date of **Thursday, June 3, 2021at 2 p.m.** Once a sealed bid is submitted, no opportunity shall exist to withdraw and submit an alternate bid. Sumter County encourages participation by women and minority owned businesses. No bidder may withdraw their bid within 90 days of the date of the actual opening. Work should begin within 30 days of award and must be completed within **60 days**.

Sumter County requests that all bidders respond with an actual bid or with a sealed **“No Bid”**. This provision guards against receiving an insufficient response to the Advertisement for Bids.

The following attached forms related to this Request for Bids must be completed and returned with the submitted bid:

1. Contractor Affidavit – SC Illegal Immigration Reform Act
2. Section 3 Business Self Certification
3. Bidder’s Proposed Section 3 Contractors/Subcontractors
4. Bidder’s Section 3 Estimated New Hires
5. Contractor’s Section 3 Business Utilization Report
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Ties Transactions

Bidders will follow local procedures relating to bonding, as applicable.

Bid Package envelopes are to be clearly marked **“Shannontown Neighborhood Demolition-ACM”** and will be accepted in person, by U.S. Mail or by private courier service. The Contractor/Sub-Contractor shall bear all risks associated with delays in the U.S. mail or delivery service. Late submissions will not be considered. NO bids shall be accepted via oral or e-mail communication, telephone or fax transmission.

The lowest responsible/responsive bidder will enter into a contract with Sumter County for the described work subject to approval of the South Carolina Department of Commerce, Division of Grants Administration, as applicable.

This solicitation does not commit Sumter County or Santee-Lynches Regional Council of Governments to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for the articles of goods or services.

Sumter County reserves the right to accept or reject any bid in whole or in part and to award a contract that is in the best interest of the County.

No bidder will be considered unless the bidder is certified and permitted to perform asbestos abatement through the South Carolina Department of Health and Environmental Control (DHEC). The bidder must also have appropriate liability and property damage insurance.

All Contractor/Sub-Contractors are **required** to be registered in the federal System for Award Management (SAM), which in turn **requires** a DUNS number. If a Contractor/Sub-Contractor is not registered in SAM, or is unwilling to register, the Department of Commerce will not approve the contract.

**Any questions regarding this solicitation must be submitted in writing no later than** **5:00 p.m. on Friday, May 28, 2021** **and directed to Sylvia K. Frierson,** **sfrierson****@slcog.org.**

Written questions must be received before the question deadline stated above. Any requests received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to and emailed to all prospective bidders.

In the event an addendum to this RFB is issued, all solicitation terms and conditions shall remain in effect unless specifically changed by the addendum. The acknowledgement must be remitted with the RFB, a signed letter which acknowledges the addendum(s) and refers to the RFB and addendum number(s).

A Public Bid Opening will be held at **2:00 p.m. on Thursday, June 3, 2021**at the office of **13 East Canal Street, 3rd Floor Conference Room, Sumter SC 29150**.