

**The City of Moore  
Moore, Oklahoma**



**BID #1516-007**

**Construction Services**

**Asbestos Removal for Royal Park Development Tract**



**City of Moore**

**Office of City Clerk, Purchasing Division**

**301 N. Broadway Avenue, Suite 142**

**Moore, Oklahoma 73160**

CITY OF MOORE  
BID #1516-007

NOTICE IS HEREBY GIVEN that the City of Moore will receive sealed bids in the office of City Clerk, Purchasing Division, City of Moore, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for CONSTRUCTION SERVICES FOR ASBESTOS REMOVAL FOR ROYAL PARK DEVELOPMENT TRACT. Bids will not be accepted after 1:45 p.m., CST, Friday, December 11, 2015.

The City of Moore (“City”) is seeking sealed bids for asbestos removal for the Royal Park Development Tract. The Royal Park Development Tract consists of four structures located at: 701 SW 17<sup>th</sup> St.; 1719 S. Janeway Avenue; 1716 Keith Court; and 704 McClaren Street – Moore, OK 73160.

There will be an informational Pre-Bid Meeting held at 2:00 p.m., Thursday, December 3, 2015, Moore City Hall, City Council Chambers, 301 North Broadway, Moore, Oklahoma 73160.

Bidders shall submit sealed bids, one (1) “Original”, four (4) hard copies, and one (1) electronic copy, addressed to the Office of the City Clerk, Purchasing Division. Bids must be sealed and clearly marked with the name of the bidding vendor and identified as follows:

“BID #1516-007”

“CONSTRUCTION SERVICES FOR ASBESTOS REMOVAL FOR ROYAL PARK DEVELOPMENT TRACT”

Late bids will not be accepted under any circumstances. Any bid received after the scheduled time for closing will be returned to the bidding firm unopened. Sole responsibility rests with the bidding firm to see that their bid is received on time.

The City of Moore/Moore Public Works Authority reserves the right to reject any and all responses; waive irregularities and formalities in any proposal submitted..

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent  
(405) 793-5023



## **SOLICITATION OVERVIEW**

### **The City of Moore is soliciting Sealed Bids for:**

**TITLE:** Asbestos Removal at Royal Park Development Tract  
**BID Number:** 1516-007  
**Due Date:** 1 :45 p.m., December 11, 2015  
**Location:** City of Moore, Purchasing Division  
301 N. Broadway Ave. Suite 142  
Moore, OK 73160

### **Information Pre-Bid Meeting:**

**Date:** December 03, 2015  
**Time:** 2:00 p.m.  
**Location:** Royal Park Development Tract  
Corner of SW 17<sup>th</sup> St. and Janeway Ave  
Moore, OK 73160

### **Public Opening of Bids:**

There will be a public opening of proposals in the City Council Chambers immediately following the submission due time/date, December 11, 2015 at 2:00pm. Interested parties are invited to attend.

**Submit written questions to:** [cdbg-dr@cityofmoore.com](mailto:cdbg-dr@cityofmoore.com)

**Questions may be submitted through 5:00 p.m., December 01, 2015.**

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

# I. Overview

## **A. INVITATION FOR BIDS**

The City of Moore (“City”) is seeking sealed bids for asbestos removal for the Royal Park Development Tract. The Royal Park Development Tract consists of four structures located at: 701 SW 17<sup>th</sup> St.; 1719 S. Janeway Avenue; 1716 Keith Court; and 704 McClaren Street – Moore, OK 73160. Details of the status of each building are contained in The Marshall Environmental Management, Inc. Asbestos Inspection Report of March 9, 2015 which is included in the Invitation for Bids as Exhibit K & L.

## **B. PROJECT FUNDING**

Firms should note that all construction activities will be funded through Community Development Block Grant Disaster Recovery (“CDBG-DR”) grants. Accordingly, the construction contract will include specific federal grant requirements for completion and payment.

## **C. FEDERAL REQUIREMENTS**

All responding firms must meet all Federal requirements for the duration of the contract and must meet record retention requirements for a three year period after contract closeout. Firms must also meet the Standard for Occupational Exposure to Asbestos in Construction (29 CFR 1926.1101 in Exhibit I) and such other Federal laws and regulations which may apply.

## **D. STATE REQUIREMENTS**

All responding firms must meet all State of Oklahoma requirements for the duration of the contract. Under the Oklahoma Department of Labor asbestos rule, OAC 380:50, only adequately licensed contractors (must be on the Oklahoma Department of Labor Asbestos License Contractor list) can perform asbestos abatement, develop management plans and project designs. All abatement supervisors, abatement workers and asbestos inspectors must be licensed by the ODOL.

## **E. CITY REQUIREMENTS**

The contractor assumes all risks incident to or in connection with its purpose to be conducted herein under and shall indemnify, defend and save the City of Moore harmless from damage or injuries of whatever nature or kind to persons or property arising directly or indirectly out of the Contractor’s operations and arising from acts or omissions of its employees and shall indemnify, defend, save harmless the City of Moore from any penalties for violation of any law, ordinance or regulation affecting or having application to said operation or resulting from the carelessness, negligence or improper conduct of Contractor or any of its agents or employees. Upon award contractor shall supply the following documents:

Property Damage Liability - Limits shall be carried in the amount of not less than twenty-five thousand dollars (\$25,000) to any one person for any number of claims for damage to or destruction of property, including but not limited to consequential damages, arising out of a single accident or occurrence.

All Other Liability - In the amount not less than one hundred thousand dollars (\$100,000) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.

Single Occurrence or Accident Liability - In an amount not less than one million dollars (\$1,000,000) for any number of claims arising out of a single occurrence or accident.

Proof of Workers' Compensation Insurance - as required by the State of Oklahoma General Liability Insurance as required by the State of Oklahoma Governmental Tort Claims Act, (51 O.S., S 151 – 167).

## **BONDS**

No surety will be accepted who is now in default or delinquent on any bond or who is interested in any litigation against the City. All bonds shall be executed by surety companies licensed to do business in the State of Oklahoma and acceptable to the Council. Each bond shall be executed by the Contractor and the Surety.

Upon award of bid, bonds shall be submitted to the City of Moore.

### **Bid Bond**

Bidders will include with the return bid form, the non-collusion affidavit that has been properly executed, and a bid bond, bank check or irrevocable letter of credit for 5% of the bid if bid is over \$50,000.

**Performance Bond** - A good and sufficient Performance Bond shall be required in an amount equal to one hundred (100) percent of the total contract amount guaranteeing execution and completion of the work in accordance with the specifications.

**Statutory Bond** - A good and sufficient Statutory Bond shall be required in an amount equal to one hundred (100) percent of the total contact amount guaranteeing payment in full for all materials and labor used in the construction of the work.

The insurance policies shall be issued by a company approved by the City of Moore. The City of Moore shall be furnished with a certificate of insurance, which shall provide that such insurance shall not be changed or canceled, without ten days prior written notice to the City of Moore. Certificates of Insurance shall be delivered to the City of Moore prior to the commencement of the agreement. THE POLICY SHALL LIST THE CITY OF MOORE AS CO-INSURED OR ADDITIONAL INSURED

## **G. PROJECT SCHEDULE**

- A. Project implementation will occur immediately upon contract signing and the issuance of a work order specific to the project.
- B. Firms will be paid based on completion of all required tasks and clearance by the City and the appropriate agencies.

## **F. ELIGIBILITY**

The Sealed Invitation for Bids is open to all properly licensed and insured firms on the Oklahoma Department of Environmental Quality's List. Firms may utilize a team or partner approach which includes multiple firms. The City encourages Women owned, Minority owned and Section 3 businesses to apply or to partner with applying firm.

**G. BID DEADLINE**

Bidders shall submit one (1) "Original", four (4) hard copies, and one (1) electronic copy. The proposal must be sealed and clearly marked as **Asbestos Removal at Royal Park Development Tract** and delivered to:

City of Moore Purchasing Department  
301 N. Broadway Ave. Suite 142  
Moore, OK 73160

No later than **1:45 PM on December 11, 2015**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent. Public Opening will be at 2:00pm on December 11, 2015.

Carol Folsom, Purchasing Agent, 405-793-5023

## II. Submittal Requirements

- **Exhibit A:** Proof of designation on the Oklahoma Department of Labor Asbestos License Contractor List
- **Exhibit C** Non-Collusion Affidavit
- **Exhibit D** Certification Regarding Lobbying
- **Exhibit E** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- **Exhibit F** MOB/WOB/Section 3 Business (if Applicable)
- **Exhibit G** Form 4400
- **Exhibit H** Conflict of Interest Certification

## III. Evaluation and Selection

### SELECTION AND AWARD PROCESS

**Special Condition: Sealed Bid in accordance with the Federal procurement requirements contained in 2 CFR 200.320(c)**

#### **2 CFR 200.320(c) Methods of procurement to be followed.**

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
  - (ii) Two or more responsible bidders are willing and able to compete effectively for the business;
- and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must

define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

## IV. Miscellaneous

The City of Moore reserves the right to make an award from proposals as submitted and without oral presentations or discussions, therefore, bidders are encouraged to make their most advantageous and competitive offer in their original proposal

This Bid is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

### A. ADDITIONAL INFORMATION

All questions regarding the Bid notice must be submitted in writing with the subject "BID #1516-007 Questions" to [cdbg-dr@cityofmoore.com](mailto:cdbg-dr@cityofmoore.com), no later than 5:00 pm (CST) on December 1, 2015. The questions will be answered by City Staff and posted on the City's website no later than 5:00 pm (CST) on December 2, 2015. An Information Pre-Bid Meeting will be held to explain the project in further detail. Additional questions may be asked at the Pre-Bid Meeting; they will be answered through an addendum to the Bid posted on the City's website. The Information Pre-Bid Meeting will be held on December 3, 2015 at 2:00 pm (CST) in the Moore City Council Chambers, Moore City Hall, 301 N. Broadway, Moore, OK 73160.

If it becomes necessary to add or to amend any part of this proposal notice of the revision will be given to all prospective consultants who are on record as having been sent this proposal or otherwise receiving it. All addenda shall become a part of the RFP. Receipt of addenda must be acknowledged by each consultant, and the failure to acknowledge any addendum shall not relieve the consultant of complying with the terms thereof. All addenda responses must be received by the RFP due date.

### B. CANCELLATION OF BID; REJECTION OF OFFERS; WAIVERS OF TECHNICALITIES

The City of Moore reserves the right to cancel this Bid, to reject any and all offers received, accept any part, all or none of the Bid, or to waive minor irregularities in offers when it appears to be in the best interest of the City of Moore.



The City of Moore reserves the right to accept or reject any and all bids, to make a partial award, or to make multiple vendor awards. The acceptance or rejection of any or all bids and the making of an award will be at the sole discretion of the City of Moore. The City of Moore reserves the right to request additional information.

## V. Estimated Timetable for Proposals

The following is a detailed schedule of events for the Bid process, which is subject to modification by the City:

- **November 20, 2015:** Advertise Bid
- **November 27, 2015:** Advertise Bid
- **December 01, 2015:** Questions due to the City
- **December 02, 2015:** Responses to submitted questions posted online
- **December 03, 2015:** Information\_Pre-Bid meeting
- **December 11, 2015:** Bid responses due to the City
- **December 11, 2015:** Bid Review
- **December 21, 2015:** City Council Approval
- **December 22, 2015:** Contract execution / notice to proceed

# LIST OF EXHIBITS

- Exhibit A Proof of designation on the Oklahoma Department of Labor Asbestos License Contractor List
- Exhibit B Site Map
- Exhibit C Non-Collusion Affidavit
- Exhibit D Certification Regarding Lobbying
- Exhibit E Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Exhibit F MOB/WOB/Section 3 Business
- Exhibit G Form 4400 A – Uniform Cost/Price Analysis  
Form 4400 B – Hourly Rates
- Exhibit H Conflict of Interest Certification
- Exhibit I Standard Federal Requirements: Language for Construction Bidding  
Standard for Occupational Exposure to Asbestos in Construction (29 CFR 1926.1101)
- Exhibit J Phase I Environmental Site Assessment
- Exhibit K Phase II Environmental Site Assessment Asbestos & Lead Soil Sampling
- Exhibit L Phase II Environmental Site Assessment Asbestos Inspection