

## **Solicitation RFQ-4418-14-IS**

### **Demolition Services**

### **Bid designation: Public**



**City of Hollywood, Florida**

## Bid RFQ-4418-14-IS Demolition Services

Bid Number **RFQ-4418-14-IS**  
 Bid Title **Demolition Services**

Bid Start Date **Jun 2, 2014 12:49:10 PM EDT**  
 Bid End Date **Jun 23, 2014 3:00:00 PM EDT**  
 Question & Answer End Date **Jun 9, 2014 5:00:00 PM EDT**

Bid Contact **Ian Superville**  
**954-921-3552**  
**ISUPERVILLE@hollywoodfl.org**

Bid Contact **Lashonne Canty**  
**954-921-3248**  
**lcanty@hollywoodfl.org**

Contract Duration **2 years**  
 Contract Renewal **2 annual renewals**  
 Prices Good for **2 years**

Bid Comments **The City of Hollywood, Florida is seeking qualified contractors to perform complete demolition of one and two family dwellings up to three stories and commercial buildings up to four stories including foundation, removal of asphalt and concrete driveways and parking, and the removal of concrete, chain link, vinyl or wood fencing. Additional related demolition requirements may be necessary on a site specific basis and will be determined at the time of solicitation.**


### Item Response Form

Item **RFQ-4418-14-IS--01-01 - Services**  
 Quantity **1 service**  
 Prices are not requested for this item.  
 Delivery Location **City of Hollywood, Florida**  
BUILDING DIVISION  
 2600 HOLLYWOOD BLVD. ROOM 320  
 CITY OF HOLLYWOOD  
 HOLLYWOOD FL 33022  
 Qty 1

#### Description

The City of Hollywood, Florida is seeking contractors to perform complete demolition of one and two family dwellings up to three stories and commercial buildings up to four stories including foundation, removal of asphalt and concrete driveways and parking, and the removal of concrete, chain link, vinyl or wood fencing. Additional related demolition requirements may be necessary on a site specific basis and will be determined at the time of solicitation.

**RFQ-4418-14-IS**

 <p><b>Submit Proposals To:</b>  City of Hollywood  2600 Hollywood Boulevard  Hollywood, Florida 33020  Office of City Clerk, Room 221</p>	<p><b>CITY OF HOLLYWOOD, FLORIDA</b></p> <p><b>REQUEST FOR QUALIFICATIONS</b></p> <p><b>CONTRACTOR ACKNOWLEDGMENT</b></p>
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<p><b>RFQ Title: Demolition Services</b></p> <p><b>RFQ No.: RFQ-4418-14-IS</b></p> <p><b>Commodity/Service Required:</b></p> <p><b>A Cone of Silence is in effect with respect to this Bid. The Cone of Silence prohibits certain communications between potential contractors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances</b></p>	<p>Proposals must be received prior to 3:00 P.M. June 23, 2014 and may not be withdrawn within 90 calendar days after such date and time. Proposals received by the date and time specified will be opened in Room 303. All Proposals received after the specified date and time will be returned unopened.</p> <p>Procurement Services Contact Ian Superville, or Lashonne Canty, or Joel Wasserman or his designee</p> <p>Telephone No.: (954) 921-3552 or (954) 921-3248 or (954) 921-3290</p>
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**CONTRACTOR ACKNOWLEDGMENT**

THIS FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO THE DATE AND THE TIME OF PROPOSAL OPENING. THE PROPOSAL SUMMARY SHEET PAGES ON WHICH THE CONTRACTOR ACTUALLY SUBMITS A PROPOSAL AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH THE PROPOSAL.

<b>Contractor's Name:</b>	<b>Fed. ID No. or SS Number</b>
<b>Complete Mailing Address:</b>	<b>Telephone No.:</b>
	<b>Fax No.:</b>
<b>Do You Have a Permanent Office Located in the City of Hollywood?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>E-Mail Address:</b>
<b>Indicate type of organization below:</b> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

**ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL RFP SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE RFP DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR RFP NON-RESPONSIVE.**

THE CONTRACTOR CERTIFIES THAT THIS PROPOSAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE PROPOSAL DOCUMENTS AND THAT HE/SHE HAS MADE NO CHANGES IN THE PROPOSAL DOCUMENT AS RECEIVED. HE FURTHER PROPOSES AND AGREES, IF HIS/HER PROPOSAL IS ACCEPTED, HE/SHE WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN HIM/HER AND THE CITY OF HOLLYWOOD, FLORIDA, FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS PROPOSAL PERTAINS.

\_\_\_\_\_  
Authorized Name (Type or Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

**RFQ-4418-14-IS**

**CITY OF HOLLYWOOD, FLORIDA**  
**BID/PROPOSAL NOTIFICATION**  
**PROCUREMENT SERVICES DIVISION**

Notice to Offerors: Log on to [www.hollywoodfl.org](http://www.hollywoodfl.org) and select the link to Contractor Registration & Bids to register as a supplier.

**BID / PROPOSAL DOCUMENT INFORMATION**

Bid/Proposal Number:	<b>RFQ-4418-14-IS</b>
Bid/Proposal Name:	<b>Demolition Services</b>
Procurement Contact Person:	<b>Ian Superville</b>
Email Address:	<a href="mailto:isuperville@hollywoodfl.org">isuperville@hollywoodfl.org</a>
Telephone Number:	<b>(954) 921-3552</b>
Bid/Proposal Opening Date:	Monday, June 23, 2014; 3:00 p.m.
Pre-Bid/Proposal Conference Date:	
<input type="checkbox"/> Mandatory if Box is Checked	

**To view or download this Bid or RFP and any addenda go to:**

[www.hollywoodfl.org.bids.aspx](http://www.hollywoodfl.org.bids.aspx) and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential contractors and the City. For further information, please refer to Section 30.15 (E) of the City's Code of Ordinances.

**Bid/Proposal Name: Demolition Services**

**Bid/Proposal Number: F-4418-14-IS**

**Bid/Proposal Opening Date: Monday, June 23, 2014;  
3:00 p.m.**

**Firm Name/Address:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Return to:**

**City of Hollywood, Florida  
 c/o: Office of City Clerk  
 2600 Hollywood Blvd., Rm#: 221**

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NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.

**RFQ-4418-14-IS****NOTICE TO ALL CONTRACTORS AND CONTRACTORS****Cone of Silence**

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(E) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between contractors and contractor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential contractors or contractor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a contractor or contractor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a contractor or contractor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

**RFQ-4418-14-IS****REQUEST FOR QUALIFICATIONS FORM  
CITY OF HOLLYWOOD, FLORIDA****“AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY”****PURPOSE:**

The City of Hollywood, Florida is seeking qualified contractors to perform complete demolition of one and two family dwellings up to three stories and commercial buildings up to four stories including foundation, removal of asphalt and concrete driveways and parking, and the removal of concrete, chain link, vinyl or wood fencing. Additional related demolition requirements may be necessary on a site specific basis and will be determined at the time of solicitation.

**SCOPE OF WORK:**

Contractor shall provide all labor, materials, supplies, equipment, tools, transportation, mobilization, traffic control, disposal, all asbestos abatement procedures and site restoration procedures, that will be required to complete the obliteration, demolition, removal, and asbestos abatement as required in accordance with **all the existing laws, ordinances, rules, and regulations, of ALL the governing agencies**, including EPA, DEP, AHERA, OSHA, PPRAQD and other federal, state, county, city and local, in accordance with the specifications mentioned in these pages and in accordance with all the specifications provided by a professional, certified, asbestos abatement contractor employed by the demolition contractor. Contractor must hire the services of a well-qualified Third Party which is certified by the State of Florida, to provide testing, air monitoring services and close out certification, for the asbestos abatement work.

**INTENT:**

In an effort to ensure all firms bidding on these projects are familiar with the federal, state and county requirements, Contractors are being asked to provide the information herein for review one time only during this pre-qualification process. As projects become available, only the quote forms will be required, unless specified in the document. Contractors who are selected as a pre-qualified contractor will not have to re-apply under this solicitation until the end of the contract term. Each two (2) years after, Contractors will be required to re-apply and/or provide supplemental documentation to be evaluated on an annual basis, ensuring all required licenses are still active, and that the Contractor is in good standing with all appropriate agencies.

**CONTRACT TERM:**

The term of this contract shall be for a period of two (2) years beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for two (2) additional two (2) year periods subject to City's option, contractor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

**ASSIGNMENT**

The Respondent shall not assign, transfer, or sublet all or any part of its interest in this Request for Qualifications without the prior written consent of the City unless noted in this document.

**RFQ-4418-14-IS****AWARD:**

The City reserves the right to award any resulting agreement as it deems will best serve the interests of the City.

**CONTACTS:**

For information concerning procedure for responding to this Request for Qualification (RFQ), contact the Procurement Services Division, Ian Superville, Procurement Contracts Officer at (954) 921-3552 or Lashonne Canty, Procurement Specialist at 954-921-3248, or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only.

It is preferred that all other questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Ralph Dierks, Procurement Manager, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, [isuperville@hollywoodfl.org](mailto:isuperville@hollywoodfl.org) or [lcanty@hollywoodfl.org](mailto:lcanty@hollywoodfl.org). **Questions are due no later than Monday, June 2, 2014 at 5:00 p.m.**

**TERMINATION:**

The City reserves the right to terminate this pre-qualified list at any time, with or without cause.

The City may, at its sole and absolute discretion reject any and all, or part of any and all responses.

Contractors conducting business with the City of Hollywood, whose business is located in the State of Florida, should be properly registered with the State of Florida Division of Corporations. Registration is a requirement to do business with the City of Hollywood; however, the State of Florida Division of Corporations registration process is not administered by the City. Please visit <http://sunbiz.org/> to register your company or for further question regarding registration.

**NOTE:** The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a contractor commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.

**PERMITS:**

The contractor shall provide all permits, including surveys as required from the City of Hollywood Building, Zoning, or Planning Department, and Broward County, and Florida Department of Environmental Protection.

The contractor should apply for all permits and requirements needed at least ten (10) working days prior to any work being done before demolition from Broward County, the Pollution, Prevention, Remediation, and Air Quality Division (**PPRAQD**), and applicable fees for demolition.

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All City of Hollywood permits and approvals shall be obtained and work commenced within thirty (30) calendar days from the date of award of the contract. All work listed herein for the bid shall be completed within sixty (60) calendar days from the date of award of the contract.

There is a forty-eight (48) hour wait after obtaining permits for disconnection of utilities.

**ASBESTOS ABATEMENT:**

Either the Contractor himself/herself shall be Florida licensed as an asbestos abatement contractor or, shall have a sub-contractor so licensed on staff, for the proper handling, removal and disposal of asbestos-containing materials (ACM's).

**AIR MONITORING AND CERTIFICATION:**

A Florida licensed and certified, asbestos abatement Air Monitoring Contractor who is also certified to provide close out certification, must be retained by the Demolition Contractor for the proper supervision and monitoring of the asbestos abatement contractor's work and final certification, in accordance with applicable DEP, AHERA and OSHA regulations. In addition, Final Close Out Documents must also be provided to the City.

**DEMOLITION:**

This shall include the deconstruction and/or demolition of all structures as necessary to provide the complete removal of the structures, including foundation, fence and asphalt/concrete parking from the job sites as specified in Work to be performed. The taking apart of the structures may be accomplished in any manner not dangerous to adjacent property or other improvements on the same property. Burning and/or blasting will require special permission from the City of Hollywood, Fire Rescue Department.

Include the removal of all septic tanks, drain fields, and any existing fence and asphalt/concrete parking. Remove all bad vegetation and dead or sick trees. Preserve trees in good condition. A minimum of forty eight (48) hours notice shall be provided to the designated project manager.

**ADJACENT PROPERTY DAMAGE:**

The Contractor shall be responsible to repair or restore any and all damage to adjacent properties and or assets.

**CLEANUP:**

The Contractor shall provide a cleanup, which shall include the complete removal of the structures from the job site. Include removal of all fence and parking/driveway asphalt/concrete material, dead trees, and bad vegetation. Any holes resulting from removal of the footing, removal of trees or, in general the work of this project, shall be filled with approved earth fill material which shall be compacted to a density equal to surrounding undisturbed ground. All utilities shall be adequately secured and evidence of this shall be furnished, by written notice from each utility for gas, electric power, telephone, water and sewer that they have been correctly disconnected or never had served the structure. Contractor is to obtain a qualified



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plumbing, mechanical and electrical contractor, where any disconnection or removal of service is required. **Septic Tanks, grease traps and any other voids shall be pumped dry and filled full of sand.** The ground surface shall be raked clean of all trash, litter, debris, ruts, and any other unsightliness. All equipment, material and debris shall be removed by the Contractor from the job site, whether or not such items are a result of the demolition, and disposed of at the designated disposal site, if one is designated or in any legal manner without trespassing and with full responsibility for the presence of the material at the disposal site.

**ADDITIONAL ITEMS:**

1. Contractor to haul away and legally dispose of all equipment, material and debris from the property, whether or not such items are a result of the demolition.
2. The demolition contractor must provide for the maximum reduction of solid waste, and will be required to sign a certification that no less than seventy (70) percent of all debris material has been diverted from the sanitary landfill to a licensed recycling facility.
3. Contractor to wet down as job progresses as necessary to prohibit unnecessary dusting of the neighborhood or adjacent buildings.
4. Contractor to protect any existing trees in good condition (Royal Palm, Fox Palm) or existing protected trees.
5. Contractor to obtain (if applicable) approval of Broward County Health Department for vermin eradication procedures **prior to demolition** per County Ordinance #77-58.
6. Plans are the responsibility of the contractor. The Building Department will provide a recent picture of the building to be demolished.
7. The contractor shall be responsible for all demolition permit requirements, including pest control inspection report, FPL disconnect letter, gas disconnect letter, water meter removal letter, sewer cap permit and approval, letter from mechanical contractor showing removal of all freon from A/C units.
8. Contractor shall either sod or seed the job site and water in the product upon completion of project demolition and site clean-up.

**TEMPORARY FENCE SPECIFICATIONS:**

Contractor to supply temporary fencing including set-up and tear down. Include temporary fence for entire area after demolition, including the single family house lots.

**Materials:**

Minimum specifications shall be as follows:

Fabric: 11 ½ gauge Rental Style Chainlink 72" high x approximately 3700 LF  
Line Posts: 1 5/8" o.d.  
End Posts: 2 ½" o.d.

**RFQ-4418-14-IS****Installation:**

Posts shall be set twelve (12) feet on center. Postholes shall be patched immediately upon removal. No work is permitted between the hours of sunset and 7 A.M.

Contractor shall perform any necessary repairs during the term of the project.

Fencing shall encompass the project area, as per the attached survey, with adequate openings for vehicular traffic and pedestrian traffic. Appropriate signage shall be affixed.

**QUALIFICATIONS:**

The following licenses (provide either A or B below, and C) and an active Certificate of Competency from the State of Florida or Broward County including Qualifier Signature are required to be submitted with this bid by the Contractor:

- A. Class D Demolition (non-explosive) issued by Broward County Central Examining Board.

**OR**

- B General Contractor – Issued by Florida Department of Professional Regulation.

**AND**

- C. An active and current Asbestos Abatement Contractor's License

The successful contractor(s) must be properly licensed, certified, registered and in compliance with all federal, state, county, city and any other regulatory agency. Proof of all documentation to substantiate such licensure, certification, registration and compliance must be attached.

The successful firm must have a minimum of three (3) years as a Demolition Contractor and provide evidence to prove such experience. Indicate the firm's number of years of experience in providing demolition services as well as the applicable Contractor's resources to accomplish demolition services. Provide all other submittal information as specified herein.

Respondents must submit any other related documentation that demonstrates their ability to satisfy all qualifications.

**CONTRACTORS DOING DEMOLITION WORK FOR THE CITY OF HOLLYWOOD MUST REGISTER WITH THE BUILDING DEPARTMENT IN ROOM 320 AND MUST PROVIDE AND OBTAIN THE FOLLOWING PRIOR TO PROCEEDING:**

Provide an active and current Certificate of Competency from the State of Florida or Broward County.

Provide a Certificate of Insurance listing the City of Hollywood as Certificate Holder and Additional Insured.

Provide an Active Occupational License from a governmental entity within the State of Florida.

Obtain demolition and subordinate permits issued by the Building Department.

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Pay all permit fees in accordance with City Code Chapter 15.

Comply with all requirements from The Pollution, Prevention, Remediation, and Air Quality Division of Broward County, and all its fees in accordance with Broward County Code Chapter 27, Article IV, Air Quality, Section 27-180(b)(2), and Chapter 40, Part V, Fee Schedule, Section 40.23(o).

**SUBMITTALS:**

Information to be submitted shall include, but not be limited to the following:

1. Title Page: Show the Request for Qualification subject, the name of your firm, address, telephone number, email, name of contact person and date.
2. Table of Contents: Clearly identify the material by section and page number.
3. Letter of Transmittal: Limit to one (1) or two (2) printed pages.
  - a. Briefly state your firms' understanding of the work to be done and provide a positive commitment to perform the work.
  - b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.
4. Profile of Contractor:
  - a. State whether your organization is national, regional or local.
  - b. State the location of the office from which your work is to be performed.
  - c. Describe the firm, including the size, range of activities, etc.
  - d. Provide a list and description of similar municipal and other projects satisfactorily completed within the past three (3) years.
  - e. Provide information on any litigation (settled or pending) the firm has been involved in within the last five (5) years.
5. Summary of Contractor's Qualifications by the project manager and each individual who will work as part of the engagement.
  - a. Identify the project manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned.
    - b. Describe the experience in conducting similar projects for each of the individuals assigned to the engagement.

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c. Describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.

6. Project understanding, proposed approach, and methodology.

Describe your approach to performing this type of work. This should include the following points:

Type of services provided.

Discuss your project plan for this type of engagement outlining major tasks and responsibilities, time frames and staff assignment.

**GENERAL CONDITIONS:**

The contractor shall fully comply with all Federal, State and City laws and regulations concerning labor, work hours, labor conditions and wage rates. The contractor is also reminded that he must fully adhere to the Federal Occupation Safety and Health Act. (OSHA).

In performance of work specified herein, the contractor shall take all precautions necessary and shall be solely responsible for the safety of said work and shall take such steps as may be necessary to protect persons and property from damage and injury.

The contractor and his employees shall maintain a neat and professional appearance at all times while working in City facilities.

The contractor by signing this Request for Qualification acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The City will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that the execution of this Request for Qualification by the contractor serves as his stated commitment to fulfill all the conditions referred to in this Request for Qualification.

The successful contractor shall be solely responsible for safety. The successful contractor shall take all necessary precautions for the safety of the City's and successful contractor's employees on the work site, and shall erect and properly maintain at all times all necessary safeguards for the protection of the workmen and public. The successful contractor shall post signs warning against hazards in and around the work site.

It shall be the responsibility of the Contractor to determine the exact location of all utilities and service connections thereto. Contractor shall make his own investigations, including exploratory excavations, to determine the locations and type of existing utilities including service connections, prior to commencing work which could result in damage to such utilities. Septic Tanks, grease traps and any other voids shall be pumped dry and filled full of sand.

The responsibility for the determination of accurate measurements, the extent of work to be performed, and the conditions surrounding the performance thereof shall be the contractor's. Submission of a bid shall constitute acknowledgement by the contractor that he is familiar with all such conditions. The failure or neglect of a contractor to familiarize himself with the site of the proposed work shall in no way relieve him from any obligations with respect to his bid.

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In general, backfill and fill is not required, except that any holes, voids or gaps formed below grade must be brought back up to grade level. If backfill is used, compact each layer of backfill or fill material to 95 percent maximum dry density (modified proctor).

All areas disturbed by the Contractor in the execution of the work are to be restored and repaired to a condition equal to or better than existed prior to the beginning of work. All of the site & below grade areas within the limits of demolition shown on the plans are to be filled with like material, compacted, and graded.

After all other site demolition has been completed and prior to final grading and surface restoration, all areas within the limits of demolition shall be scoured with dozer mounted ripping teeth. Teeth shall penetrate a depth of two (2) feet and result in the removal of any pipes, conduits, concrete and all other types of demolition debris. The site must be kept very clean after demolition and disposal, to the satisfaction of the City inspector.

An understanding and agreement by and between the contractor and the City, that the completion time as specified in contractor's submission is an ESSENTIAL CONDITION OF THE CONTRACT. The contractor shall agree that all work shall be prosecuted regularly, diligently, and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified.

The contractor warrants that the work including equipment and materials provided shall conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects or errors. If the contractor is notified in writing of a fault, deficiency or error in the work provided, within one (1) year from completion of the work, the contractor shall at the City's option, either reperform such portions of the work to correct such fault, defect or error, at no additional cost to the City, or refund to the City, the charge paid by the City, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for reperformance of the work provided by other contractors.

**ALL EQUIPMENT AND MATERIALS PROVIDED BY THE CONTRACTOR SHALL BE MERCHANTABLE AND BE FIT FOR THE PURPOSE INTENDED.**

**THE CONTRACTOR SHALL BE LIABLE FOR SECONDARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE RESULTING FROM ANY WORK PERFORMED UNDER THIS AGREEMENT.**

Final and complete payment will be made on the basis of completion and acceptance by the City of the work required under the Contract and receipt of satisfactory evidence that all payrolls, bills for materials, have been paid in full. Such payment to be made within thirty (30) days after completion and acceptance of the work, and submission of said evidence. The existence of any unpaid bills or charges for labor, materials or other supplies used directly by the contractor or any subcontractor under the Contract, shall constitute cause for the City to withhold final payment until said bills or charges are paid.

**RFQ-4418-14-IS****EVALUATION CRITERIA**

Contractor qualifications will be evaluated using the criteria listed below. The Items to be considered during the evaluation and the associated point values are as follows:

Statement of Proposed Services/Project Understanding	25%
Licenses, Certifications, Registrations, Insurance and Forms	15%
Experience, qualifications and past performance of the proposing firm	30%
References for similar related work	25%
Local City of Hollywood Vendor	5%
<b>TOTAL PERCENT AVAILABLE:</b>	<b>100 %</b>

**SELECTION PROCESS**

Evaluation of the Contractor qualifications will be performed by a committee selected by the City. The committee will evaluate the firms according to their submittal. The initial scores will be tallied and a short list will be developed consisting of the firms receiving the highest point ratings but not less than a minimum acceptable score of 70%. The committee may conduct discussions with offerors on the short list for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. These firms may be invited to an oral interview before the committee. A short list of finalists will be determined based upon the number of submittals received.

**REFERENCES:**

List of three (3) clients/references for whom you have provided similar services in the last three years; Provide company/agency name, current e-mail address, address, telephone number, contact person, date service was provided and similarity of work to the requested project. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness.

**RFQ-4418-14-IS****REFERENCES:**

<b>Company Name:</b>	
<b>Address:</b>	
<b>City, State, ZIP:</b>	<b>Phone Number:</b>
<b>Point of Contact:</b>	<b>Fax Number:</b>
<b>Email:</b>	
<b>Explain How This Referenced Work Is Similar To This Request:</b>	
<b>Date service was provided:</b>	

<b>Company Name:</b>	
<b>Address:</b>	
<b>City, State, ZIP:</b>	<b>Phone Number:</b>
<b>Point of Contact:</b>	<b>Fax Number:</b>
<b>Email:</b>	
<b>Explain How This Referenced Work Is Similar To This Request:</b>	
<b>Date service was provided:</b>	

<b>Company Name:</b>	
<b>Address:</b>	
<b>City, State, ZIP:</b>	<b>Phone Number:</b>
<b>Point of Contact:</b>	<b>Fax Number:</b>
<b>Email:</b>	
<b>Explain How This Referenced Work Is Similar To This Request:</b>	
<b>Date service was provided:</b>	

***This document must be completed and returned with Submittal***

**RFQ-4418-14-IS****Pre-Qualified Demolition Contractors for Building  
RFQ-4418-14-IS****EVALUATION CRITERIA/DOCUMENT CHECKLIST**

The City of Hollywood Procurement Services Division and the Building Department staff will review all submittals for completeness and accuracy of the required items below. Additional information may be requested prior to qualifying any contractor or firm for the demolition projects. The City reserves the right to make selections based on the submittals only or to request a presentation/interview before determining status. The items below will be used to determine initial eligibility of the contractor.

<b>CITY USE ONLY</b>	<b>CRITERIA (ALL ITEMS MUST BE INCLUDED IN YOUR SUBMITTAL)</b>
	Class D Demolition (non-explosive) issued by Broward County Central Examining Board <b>OR</b> General Contractor – Issued by Florida Department of Professional Regulation
	Active and current Asbestos Abatement Contractor's License
	Active and current Certificate of Competency from the State of Florida or Broward County
	Certificate of Insurance listing the City of Hollywood as Certificate Holder and Additional Insured (see attached sample)
	Active Occupational License from a governmental entity within the State of Florida
	Proof of registration with the City of Hollywood, FL Building Department
	Contractor Liability Insurance
	Workers Compensation Insurance or Exemption
	RFQ Contractor Acknowledgement Form
	RFQ Submittal Checklist
	Three (3) References for similar projects
	W-9 Employer Identification Form
	Completely executed RFQ-4418-14-IS inclusive of Hold Harmless and Indemnity Clause and other pertinent information

License Holder Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

Qualifier Signature: \_\_\_\_\_

*It is the CONTRACTORS RESPONSIBILITY to notify the City of Hollywood Procurement Services of any updates to the contact information including, but not limited to phone, address, or email.*

☐ Application Approved-Add Contractor to the Pre-Qualified Contractors List for Building

☐ Application Denied-Do Not Add Builder to the Pre-Qualified Contractors List for Building

Reason(s) Denied: \_\_\_\_\_

\_\_\_\_\_  
Building Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Services Signature

\_\_\_\_\_  
Date



**RFQ-4418-14-IS****INSURANCE REQUIREMENTS:**

**NOTE: It is the responsibility of each Contractor to redact all financial information (i.e., social security numbers and bank account numbers) from your RFP prior to submittal, which are exempt from the Florida Statutes Chapter 119, (Public Records Law).**

**Insurance Requirements:**

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

- A. Commercial General Liability Insurance naming the City as an additional insured with not less than the following limits:

General Aggregate	\$1,000,000
Products-Comp/Op Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

- B. Commercial Automobile Liability Insurance naming the City as an additional insured with not less than the following limits:

Combined Single Limit	\$500,000
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Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

**Worker's Compensation:**

- C. Worker's compensation insurance covering the contractor and the contractor's employees with not less than the following limits:

Worker's Compensation	\$100,000/500,000/100,000 for coverage
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***Coverage shall be provided by a company or companies authorized to transact business in the state of Florida and the company or companies must maintain a minimum rating of A-VII, as assigned by the A.M. Best Company.***

**Please Note:** The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the contractor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

**RFQ-4418-14-IS**

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful contractor must submit a signed statement from insurance agency of record that the full policy contains no such exception.

**Asbestos Abatement Liability:**

Recognizing that the work governed by this contract involves the installation, removal, transporting, or disposal of asbestos material, the Contractor shall purchase and maintain Asbestos Abatement Liability Insurance with limits no less than those specified for the General Liability Insurance. The policy will contain a "Retroactive Date" of no later than the commencement of work and will have an extended reporting period of four (4) years.

**The City reserves the right to require additional insurance in order to meet the full value of the contract.**

**HOLD HARMLESS AND INDEMNITY CLAUSE:**

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**(Company Name and Authorized Signature, Print Name),**  
the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

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**(Company Name and Authorized Signature, Print Name),**  
further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

**DISCLOSURE OF CONFLICT OF INTEREST**

Contractor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the contractor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

**RFQ-4418-14-IS**

**Failure of a contractor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.**

Name

Relationship

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In the event the contractor does not indicate any name, the City shall interpret this to mean that no such relationship exists.

**RFQ-4418-14-IS****RFQ SUBMITTAL CHECKLIST:**

Please check each line item after the completion of the appropriate item.

- \_\_\_\_\_ I verify that the signature on page number one (1) is the signature of the person authorized to bind the agreement. (Preferably in blue ink)
- \_\_\_\_\_ I acknowledge reading and signing the Hold Harmless Statement.
- \_\_\_\_\_ I have included all information, certificates, licenses and additional documentation as required by the City in this RFQ document.
- \_\_\_\_\_ I have checked for any addendums to this RFQ, and will continue to check for any addendums up to the due date and time of this RFQ.
- \_\_\_\_\_ I have submitted one (1) original and four (3) copies of the entire proposal with addendums.
- \_\_\_\_\_ I have verified that the outside address label of my RFQ package is clearly marked to include my company's name, address, RFQ number and date of RFQ opening.
- \_\_\_\_\_ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".

NAME OF COMPANY: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Question and Answers for Bid #RFQ-4418-14-IS - Demolition Services

### OVERALL BID QUESTIONS

**There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.**

Question Deadline: Jun 9, 2014 5:00:00 PM EDT