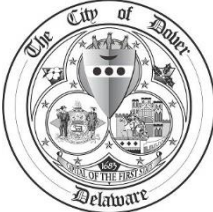


City of  Dover

April 17, 2024

To Whom It May Concern:

The City of Dover is requesting quotes to **DEMOLISH AND REMOVE A TWO-STORY RESIDENTIAL BUILDING WITH A BASEMENT AND ALL JUNK, DEBRIS, LITTER, FENCES, ACCESSORY STRUCTURES, VEGETATION, TREES, OR OTHER MATERIALS LOCATED AT 137 SOUTH QUEEN STREET (COTTAGE), DOVER, DE, RFQ 24-0036PI**. Prices must be firm for at least 90 days. If prices are not firm, the quotes *may* be considered non-responsive. All vendors must complete the RFQ notice and email it to [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us) or fax it to (302) 736-7178 if they intend to submit a quote.

The site will be unlocked and open for inspection on Tuesday, April 23, 2024, from 9:00 A.M. to 11:00 A.M.

Any questions concerning this RFQ must be emailed to [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us) at least five (5) working days prior to the opening date to ensure adequate time to provide answers.

Quotes may be submitted electronically, by email, using the email address [bids@dover.de.us](mailto:bids@dover.de.us). The computerized date/time indication on the electronic submission/fax will be the sole determination of receipt. **All quotes submitted by email must reference RFQ #24-0036PI in the subject line of the submission or they will not be considered.** Failure to comply with the above format *may* result in disqualification of your quote. Quotes may also be delivered to 710 William St. Dover, DE 19904. **All quotes must be received no later than May 2, 2024.**

All copies of any quotes submitted in response to this request shall be considered the property of the City of Dover and shall not be returned to the quoter.

The contract shall be awarded within 90 days of the closing date to the submitter that is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date due. The quotes, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

Public employees and elected officials must discharge their duties impartially so as to assure competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City procurement. Dover Code Article II Section 30 (Appendix A of this policy), establishes standards of ethical conduct among public officials and employees. **Vendors participating in the City procurement will be disqualified from the procurement if the employee, official or vendor is found**

to be in violation of the City's ethical standards and a referral of the matter will be presented to the Ethics Commission.

Please reference the City of Dover Purchasing Policy if you have any questions at:

<https://www.cityofdover.com/media/Purchasing/Policy/Purchasing%20Policy%20Final%2005-23-2022.pdf>.

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to solicit new quotes, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

**All vendors must completely fill out, sign, date, and return the attached "Consent for Disclosure Under the Freedom of Information Act (FOIA)" form with their submission.** Failure to return the completed form will be deemed consent to the disclosure of all information included in the submission after the receipt of a signed contract or issuance of a purchase order. **Any and all proprietary information contained within the bid must be isolated and clearly marked.** The cover must indicate that the bid contains such information.

Minority, women, veteran, service-disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted proposal documents. The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in

the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

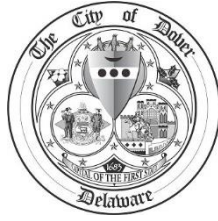
Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

The City of Dover shall have the right to reject any or all quotations if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding quotes.

Sincerely,

Barry Wolfgang  
Contract and Procurement Manager  
(302) 736-7795  
Fax (302) 736-7178  
[bwolfgang@dover.de.us](mailto:bwolfgang@dover.de.us)  
[www.cityofdover.com](http://www.cityofdover.com)

# City of



# Dover

## REQUEST FOR QUOTATION NOTICE

RFQ Number: 24-0036PI	RFQ Due Date: May 2, 2024
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**Description:** DEMOLISH AND REMOVE A TWO-STORY RESIDENTIAL BUILDING WITH A BASEMENT AND ALL JUNK, DEBRIS, LITTER, FENCES, ACCESSORY STRUCTURES, VEGETATION, TREES, OR OTHER MATERIAL LOCATED AT 137 SOUTH QUEEN STREET (COTTAGE)

If you are interested in the request for quotation described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/bid-procurement>. Any amendments or other additional information related to this solicitation will be posted with the original document on the City of Dover web site.

If you do not have internet access and want to receive this request for quotation, all subsequent amendments, or additional information on the quote package, please provide the requested information to:

The City of Dover  
Procurement and Inventory  
710 William Street  
Dover, DE 19904  
Fax: (302) 736-7178, attention Barry Wolfgang  
Email: [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us)

Please complete the following and return this form to Procurement and Inventory:

Company:	Vendor Response /Request
Address	No quote at this time, please retain on quote list
	Please send complete quote package
Contact:	I will download the quote package
Phone	I intend to quote
Email	I do not intend to quote
	Other:

**CONTRACT DOCUMENTS AND SPECIFICATIONS  
FOR**

**TWO-STORY RESIDENTIAL STRUCTURE  
137 SOUTH QUEEN STREET (COTTAGE)  
DOVER DELAWARE  
(BUILDING B)**

**RFQ #24-0036PI**

**CITY OF DOVER  
P O BOX 475  
DOVER, DE 19903**

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137 SOUTH QUEEN STREET (COTTAGE)  
CITY OF DOVER  
QUOTE NO. 24-0036PI**

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## QUOTE #24-0036PI

### SECTION 1 - PROJECT SPECIFICATIONS

#### 1.0 SCOPE OF SERVICES

The City of Dover is seeking a qualified and competent contractor to **demolish and remove** a two-story residential building with a basement, all junk, debris, litter, fences, accessory structures, vegetation, trees, or other materials located at **137 SOUTH QUEEN STREET (COTTAGE), DOVER, DE**. Per the City of Dover Code of Ordinances, Part II, Chapter 22, Article XI, Section 22-381, *Dangerous Buildings Ordinance*, the Dover City Council has determined this property to be a dangerous dwelling and all structures must be taken down and completely removed. The following information should be of assistance in developing a proposal. If you have any questions, please contact Mr. Barry Wolfgang, Contract and Procurement Manager at (302) 736-7795. All technical questions must be referred to Mr. Eddie Kopp, Chief Code Enforcement Officer at [ekopp@dover.de.us](mailto:ekopp@dover.de.us) or (302) 760-4929.

#### 1.1 DESCRIPTION OF WORK

1.1.1 Demolition work requires removal and disposal off-site of the following:

1.1.2 Wood frame two-story residential structure, including all items inside.

1.1.3 Building footing area is to be removed completely then backfilled with clean fill dirt, compacted, graded, and seeded after all basement walls and footers have been removed.

1.1.4 All wood, concrete, junk, debris, litter, fences, accessory structures, trees, vegetation, or other materials must be completely removed from the property.

1.1.5 Disconnect water, sewer, electric and telephone services. An inspection of the capped sewer line which must be performed above grade must be made by a City of Dover Building Inspector.

1.1.6 A demolition permit is to be obtained from the City prior to any work being done on the property. There will be no charge for the permit. A final inspection will be performed by a Building Inspector.

1.1.7 Any salvageable items of value left after the owner has removed what he/she wants from the building(s) shall then become the property of the Contractor.

1.1.8 Storage or sale on-site of removed salvageable items will not be permitted.

1.1.9 The use of explosives will not be permitted.

1.1.10 **All asbestos containing material, if any, will be removed from the structure(s) by a separate contract prior to the demolition of the structure(s).**

#### 1.2 CONTRACTORS PLAN

1.2.1 Contractor shall include with their cost proposal, a brief narrative description of how they plan to complete the project. The plan shall include the technique that will be used to demolish the building(s), as well as the equipment that will be used to demolish the buildings and haul them away.

### **1.3 CONDITION OF STRUCTURES**

1.3.1 The City assumes no responsibility for the actual condition of structures to be demolished.

### **1.4 PROTECTION**

1.4.1 Provide passageways around the areas of demolition to ensure safe passage of persons in the area.

1.4.2 No part of the buildings may be left in an unsafe condition. If any danger is imminent, the contractor shall rope off or place barricades around the area.

1.4.3 Protect existing trees and vegetation adjacent to the demolition areas. With written permission of the City, some vegetation may be removed to facilitate demolition of the house, if necessary.

### **1.5 DAMAGES**

1.5.1 Should adjacent property be damaged in any manner, the Contractor shall stop work immediately and contact Mr. Eddie Kopp, Chief Code Enforcement Officer, (302) 760-4929.

1.5.2 Contractor shall promptly repair damage caused to adjacent facilities, property, streets, and sidewalks by demolition operations as directed by the City and at no cost to the City.

### **1.6 TRAFFIC**

1.6.1 Conduct demolition operations and the removal of debris to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities.

1.6.2 Do not close or obstruct streets, walks, or other occupied or used facilities without permission from authorities having jurisdiction (Dover Police Department). Provide alternate routes around closed or obstructed traffic ways, if required by governing regulations.

1.6.3 The contractor shall maintain traffic in the project area to the satisfaction of the applicable local regulatory agencies, the local public agency, and the City. Unless otherwise specified within the Contract Documents, the Contractor must maintain pedestrian and vehicular traffic. It shall be the sole responsibility of the Contractor to keep the local regulatory agencies, (including but not limited to, the Police and Fire Departments) notified at least 72 hours in advance of changes in traffic patterns. The Contractor shall supply, install, maintain, adjust, move, relocate and store all signs, suitably lighted barricades, sidewalk sheds, traffic cones, warning lights and traffic delineators, as necessary to carry out the traffic routing plan and maintain vehicular and pedestrian traffic, to keep people, animals, and vehicles from excavations, obstacles, etc.

1.6.4 Signs shall be adequate from the regulation safety and convenience of traffic and pedestrians. The Contractor may be required to employ certified flagger(s) and take other reasonable means or precautions as required to prevent damage or injury to other property, and to minimize to public nuisance by construction operations.

1.6.5 The Contractor shall observe and obey all local and state laws, ordinances, regulations, and permits in relation to the obstruction of a street, keeping passageways open and protecting pedestrians.



- 1.6.6 Suitably lighted barriers or barricades shall be furnished by the Contractor and put up and maintained at all times, during the night and daytime, around all open ditches, trenches, pedestrian walkways, excavations, or other work potentially dangerous to pedestrians. Such barricades shall be securely constructed, supported, and braced at least 3 feet high above the ground. Barricades shall be placed on all sides and throughout the entire length and of all open ditches, trenches, excavations, or other work, which must be barred to the general public. Barricades shall be properly painted to the satisfaction of the owner in order to retain a high degree of visibility to vehicular and pedestrian traffic.
- 1.6.7 Should the contractor or his employees neglect to set out and maintain barricades or lights, as required in these specifications, the City immediately and without notice, may furnish, install, and maintain barricades or lights. The cost thereof shall be borne by the contractor and may be deducted from any amount due or to become due to the contractor under this contract.
- 1.6.8 The contractor will be held responsible for any damages that the local public agency, owner, their heirs or assigns may have to pay as consequence of the contractor's failure to protect the public from injury, and the same may be deducted from any payments that are due, or may become due, to the contractor under this contract.
- 1.6.9 Provide a traffic director and certified flagger(s) as required by the local regulatory agencies.

## **1.7 POLLUTION CONTROLS**

- 1.7.1 Use of water sprinkling, temporary enclosures, and other suitable methods as necessary to limit the amount of dust and dirt rising and scattering in the air, to the lowest level of air pollution practical for the condition of work. Comply with the governing Clean Air regulations. Do not use water where it may create hazardous or objectionable conditions such as pollution, ice, or flooding.
- 1.7.2 Clean adjacent improvements including walks and streets of all dust, dirt and debris caused by demolition operations, as directed by governing authorities. Return adjacent areas to the condition existing prior to the start of the work.

## **1.8 BUILDING DEMOLITION**

- 1.8.1 Demolish the building(s) completely and remove all junk, debris, rubble, and trash from the site. Use such methods as required to complete the work within the limitations of governing regulations.
- 1.8.2 Proceed with demolition in a systematic manner from the top of the structure to the ground and from the rear to the front of the structure(s). Complete demolition work above each floor or tier before disturbing any of the supporting members on the lower levels.
- 1.8.3 Demolish concrete and masonry in small sections.
- 1.8.4 Remove structural framing members and lower them to ground, by means of hoists, derricks, or other suitable methods.
- 1.8.5 Locate demolition equipment throughout the structure and remove materials so as to not impose excessive loads to supporting walls, floors, or framing.
- 1.8.6 Demolish basement/foundations, other walls, and footings.

- 1.8.7 Remove all sidewalk, asphalt, fences, trees or other items on the property.
- 1.8.7 The use of swinging weight, clamshell bucket, power shovel, bulldozer, or other mechanical contrivance for the purpose of demolition shall be permitted.
- 1.8.8 Where a swinging weight or other mechanical contrivance is used, a protected zone of demolition at least one and one-half times the height of the structure or portion thereof being so demolished shall be maintained around the points of impact. The supporting cables shall be of such length or shall be so restrained that it is not possible for the weight to swing against any structure other than the structure being demolished.
- 1.8.9 Where a clamshell bucket is being used, a safety zone shall be maintained within 25 feet of the line of travel of the bucket.
- 1.8.10 No materials shall be dropped to any point lying outside the exterior walls of the structure unless the area is effectively protected.
- 1.8.11 Columns, beams and other structural members which are being dismembered shall not be under any stress other than their own weight during removal and shall be chained or lashed in place to prevent any uncontrolled swinging or dropping. Large structural members shall not be thrown or dropped but shall be carefully lowered from the building.
- 1.8.12 All rubbish and debris shall be kept thoroughly wetted down to prevent dust and dirt from rising or spreading.
- 1.8.13 Burning on-site will not be permitted.
- 1.8.14 Blasting will not be permitted on the project site.
- 1.8.15 Upon completion of all demolition work, the contractor shall repair any streets, sidewalks, or other features scheduled to remain, that have been damaged due to this demolition, to a condition equal to or better than their preexisting conditions. Materials used for repair shall be of like kind and of thickness, width, length, etc. as the original, except that asphalt may be used to replace concrete only if so, ordered by the City and/or the local authorities.
- 1.8.16 The contractor shall be responsible for the protection and preservation of all municipal and public utilities traversing the project site, the protection of manholes and manhole covers, valve boxes and other devices serving buildings in the area and shall pay all costs of repair in the event of damage caused by his work.
- 1.8.17 The contractor shall not remove barricades until approval to do so is granted by the City.

## **1.9 FILL**

Provide all fill necessary to bring the existing grades under the demolished building to be level with the adjacent present grades. Fill to be compacted in 6-12" lifts and left clean. Material shall be clean, well-graded sand and gravel, free of organic matter, rubble, frost, and all deleterious substances. Fill shall contain no rocks over 4" in the greatest dimension. Fill shall be compacted in lifts no greater than 12 inches per lift.

**1.10 STATEMENT OF QUALIFICATIONS**

Please answer the following questions regarding your company’s past performance on similar projects. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a proposal.

A. Number of years in business: \_\_\_\_\_

B. Number of personnel employed:

Part time \_\_\_\_\_

Full time \_\_\_\_\_

C. List three contracts of this type/size your firm completed within the last three years:

Project	Date	Contact Person	Phone No.

D. SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

Company name	Address	Principal	Phone

Additional information may be requested subsequent to your responding to this proposal/request.

**2.0 QUALIFICATIONS OF CANDIDATES:**

The City may make such investigations as deemed necessary to determine the ability of the candidate to perform the work and the degree to which any candidate meets the criteria for award listed herein.

## **2.1 OBLIGATIONS OF THE CANDIDATE:**

At the time of the opening of proposals, each candidate will be presumed to be thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service.

## **2.2 LIQUIDATED DAMAGES:**

Liquidated damages for late completion will be \$500.00 per day.

## **2.3 CRITERIA FOR AWARD:**

This Request for Quote does not necessarily contemplate an award based solely on price. Rather, the City reserves its right to reject any or all proposals or any portion thereof that may determine to be the best value and overall contract.

## **2.4 TIME PROVISIONS:**

The content of any proposal submitted is to remain valid and available to the City for ninety (90) days from the day proposals are due.

## **2.5 ASSIGNMENT OF CONTRACT:**

The successful candidate agrees that he will not assign, transfer, or subcontract any portion of the award, unless indicated.

## **2.6 INDEMNIFICATION:**

Contractor shall not assert any claim arising out of any act or omission by any agent, officer or employee of the City in the execution or performance of this Agreement against any such agent, officer or employee.

The contractor expressly agrees to at all times indemnify, defend and save harmless the City of Dover and its respective officers, agents, and employees on account of any and all demands, claims, damages, losses, litigation, financial costs and expenses, including counsel's fees, and compensation arising out of personal injuries (including death), any damage to property, real or personal and any other loss, expense or aggrievement directly or indirectly arising out of, related to or in connection with the project and the work to be performed hereunder by the contractor, its employees, agents, subcontractors, material suppliers, or anyone directly or indirectly employed by any of them. The contractor shall and does hereby assume and agree to pay for the defense of all such claims, demands, suits, proceedings, and litigation. The provisions of this paragraph shall survive the expiration or early termination of this agreement and shall not be limited by reason of any insurance coverage.

## **2.7 BUILDING PERMIT FEES:**

The contractor is responsible for obtaining demolition permits at no cost.

## **2.8 INSURANCE COVERAGE:**

The contractor must submit a certificate of insurance coverage which identifies the limits of specific coverage for the business with their quote submission.

**CITY OF DOVER QUOTE NO. 24-0036PI  
SIGNATURE SHEET**

To the City Contract and Procurement Manager  
Dover, Delaware

This certifies that the undersigned has examined the location of:

**TWO-STORY RESIDENTIAL STRUCTURE DEMOLITION  
137 SOUTH QUEEN STREET (COTTAGE) DOVER, DELWARE (BUILDING B)**

and hereby declares that they have carefully examined the specifications and project site and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waive all rights to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the contractor and the City.

NOTE: Unit prices for all items, all extensions, and total amount of quote, shall be shown, and be written in ink or typed. Show unit prices in figures only. Figures written to the right of the dot (decimal) in the dollars column shall be considered as cents.

The quoter is hereby advised that by signature of this proposal they are deemed to have acknowledged all requirements and signed all certificates contained herein.

\*\* Receipt is hereby acknowledged of addendum(s) No. (s) \_\_\_\_\_ , \_\_\_\_\_ &  
\_\_\_\_\_

SIGNATURE OF AUTHORIZED OFFICIAL(S)

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

FIRM NAME \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**QUOTE SHEET  
CITY OF DOVER QUOTE NO. 24-0036PI**

**THE CITY OF DOVER RESERVES THE RIGHT TO AWARD THIS CONTRACT BASED ON WHICH PROPOSAL IS MOST ADVANTAGEOUS TO THE CITY.**

ITEM NO.	DESCRIPTION	QTY	UNIT	DOLLAR AMOUNT
1.	<p>LUMP SUM QUOTE FOR COMPLETE DEMOLITION AND REMOVAL OF THE TWO-STORY RESIDENTIAL STRUCTURE, SHED, ALL JUNK, DEBRIS, LITTER, FENCES, SIDEWALKS, PARKING PADS &amp; VEGETATIVE OVERGROWTH AT 137 S QUEEN ST (COTTAGE) (BULDING B)</p> <p><b>Local Vendor Preference (Circle one):</b>  <b>Rule 1          Rule 2          Rule 3          None</b></p> <p><b>Minority Vendor Preference (Circle one):</b>  <b>Yes    No</b></p>	1	LS	\$

**I SHALL BEGIN WORK WITHIN FOURTEEN (14) DAYS AFTER NOTICE TO PROCEED IS RECEIVED AND COMPLETE WORK WITHIN THIRTY (30) DAYS.**

**QUOTER’S CHECK LIST**

The quoter’s attention is especially called to the following items:

**A. SIGNATURE SHEET**

To be filled in and signed by the quoter and returned with the Quote.

**B. QUOTE SHEET**

The unit prices, extensions and total amounts quoted must be shown in the spaces provided and returned with the quote.

**C. CONTRACTOR’S PLAN (not a form)**

As stated on Page 3, paragraph 1.2, Contractor shall include with their Quote, a brief description of how they plan to complete the project. The plan shall include the technique that will be used to demolish the building(s), as well as the equipment that will be used to demolish the building(s) and haul it away.

**D. STATEMENT OF QUALIFICATIONS**

To be filled in and returned with the Quote.

**E. CERTIFICATE OF INSURANCE**

A copy of the contractor(s) insurance coverage must be included in the submission.

Note: There may be a large amount of unclaimed debris with in the property. All demolition costs must include the disposal of this material.