



The Village of Cassopolis, Michigan will accept proposals for the removal of all structures and clean up and preparation of the site at the following location:

304 North Disbrow Street
Cassopolis, MI
Parcel # 14-041-126-057-00

Bids will be accepted until 1:00 PM on Friday, May 6, 2022 at Cassopolis Village Hall, 121 N. Disbrow Street, Cassopolis, Michigan 49031, or via email: manager@cassopolis-mi.us

To assure that the respondent's submittal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows:

**Attn: Village Manager
Demolition RFP
Company Name**

Once received, submissions will not be returned. Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted to Emilie LaGrow, Village Manager, Village of Cassopolis via email addressed to manager@cassopolis-mi.us, or you may call the office at 269.445.8648.

The anticipated schedule for this project is as follows:

<u>ACTIVITIES</u>	<u>DATE</u>
RFP Available	April 13, 2022
Submittals Due	May 6, 2022
Award of Contract	May 9, 2022
Completion Date	June 26, 2022

The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village, and to negotiate with the selected proponent(s).



SELECTION PROCESS

The Village Manager will review submissions and select vendor. Selection is subject to public review and approval by the Cassopolis Village Council. The proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of contractor
- Proposed cost.
- Ability to execute contract in accordance with Village policies and in full compliance with all applicable laws, ordinances and regulations.
- The proponent's familiarity with the Village and Cass County.
- Other factors deemed relevant by the Village Manager.
- The Village reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the Village, and to negotiate with the selected proponent(s).

a. The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:

1. Respondent may have an unfair competitive advantage; or

2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.

b. The respondent agrees that if after award there is a discovery of an organizational conflict of interest with respect to this solicitation, it shall make an immediate and full disclosure in writing to the Village Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The Village may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.

c. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the Village Manager the Village may disqualify the respondent.



INSURANCE

a. Insurance. The successful bidder shall, upon issuance of notice to proceed with project, obtain and maintain during the execution of the contract, an insurance policy meeting the following requirements and shall provide to the Village a certificate showing the premiums to be fully paid as well as a copy of the applicable policy, including all endorsements.

- General Liability Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Statutory Worker's Compensation coverage.
- The Village, including its officers and employees shall be named as an additional insured on the policy.

b. Waiver. The selected firm shall not hold the Village of Cassopolis liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The firm agrees to hold the Village harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the Village while acting within the scope of their employment.

c. Qualification. The insurance company covering the firm must be licensed to do business in the State of Michigan and have a best's Guide rating of "A+" or higher.

PROOF OF LIABILITY INSURANCE

The successful firm shall furnish to the Village a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the Village. The Village must be listed as an additional insured.

ADDITIONAL FACTORS

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary. The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The firm or designated representative shall be readily available to meet with Village personnel. The successful firm shall provide the telephone numbers where its representative(s) can be reached. The firm agrees that it will abide by all applicable laws, rules and regulations and with the requirements of all grants and other governmental funding contracts governing equal opportunity and affirmative action.



Village of Cassopolis
A friendly lakeside community



121 North Disbrow Street • Cassopolis, MI 49031 • Telephone (269) 445-8648 • Fax (269) 445-2052
An Equal Opportunity Employer