

NEW HANOVER COUNTY
REQUEST FOR BIDS
PROPERTY ABATEMENT SERVICES
RFB # 22-0142



COUNTY COMMISSIONERS

JULIA OLSON-BOSEMAN, CHAIR

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Section 1 – Advertisement

**READVERTISEMENT
NEW HANOVER COUNTY
REQUEST FOR BIDS
PROPERTY ABATEMENT SERVICES
RFB # 22-0142**

Sealed bids addressed to Kim Roane, Business Officer, 3002 US Highway 421 North, Wilmington, NC 28401 and marked “**RFB# 22-0142 PROPERTY ABATEMENT SERVICES**” will be accepted until **2:00 P.M. EST, Tuesday, November 30, 2021.**

This is a readvertisement. Bidders who responded to the initial advertisement in August 2021, do not need to re-submit their bids.

New Hanover County (NHC) is accepting bids for Property Abatement Services to be performed at various properties throughout New Hanover County.

Site visits will be available from **November 16, 2021 – November 19, 2021** by appointment only and can be arranged by contacting Kim Roane, Business Officer, or by emailing kroane@nhcgov.com, or by phone at (910) 798-4402.

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County’s website at <https://finance.nhcgov.com/purchasing-solicitation/open-and-closed-bids/> or by contacting Kim Roane at kroane@nhcgov.com (910-798-4402)

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Tuesday, November 16, 2021

2.1 – Schedule

Date	Action
Tuesday, November 16, 2021	RFB issued.
November 16-19, 2021	Site visits by appointment (contact kroane@nhcgov.com) or at (910)798-4402.
Monday, November 22 , 2021	Deadline for Bidder Questions. Questions must be submitted via email to kroane@nhcgov.com by 5:00 p.m. Monday, November 22, 2021.
Tuesday, November 23, 2021	Addendum with responses to bidder questions will be issued if any are received.
Tuesday, November 30, 2021, 2:00 p.m.	Deadline for receipt of SEALED bids.

2.2 – Preparation of Bid

2.2.1 Bidders are instructed to submit one (1) original and (1) copy in a sealed envelope. Bids should be clearly marked **“RFB # 22-0142 PROPERTY ABATEMENT SERVICES.”**

2.2.2 The bid shall be submitted by **2:00 PM Tuesday, November 30, 2021**, and addressed to:

New Hanover County
Environment Management
Attn: Kim Roane, Business Officer
3002 U.S. Highway 421 North
Wilmington, NC 28401

2.2.3 **Completion of Bid Form (Price Sheet):** Bidders are expected to examine the specifications herein, the schedule and all instructions. Failure to do so will be at the bidder’s risk. Each bidder shall furnish the information required on the price sheet. Bids are to be submitted on the price sheet contained in this bid package. Bids submitted that are not on the attached price sheet may be rejected. **BIDS NOT SIGNED MAY BE DEEMED NONRESPONSIVE AND REJECTED.**

All prices and notations shall be written in ink or typed. Discrepancies between words and numerals will be resolved in favor of words.

Changes or corrections made in the bid must be initialed by the individual signing the bid. No corrections to bid pricing will be permitted once bids have been opened.

2.2.4 No telephone, electronic or facsimile bids will be considered. Bids received after the time and date for closing will not be considered.

2.3 – Site Visit

Bidders may request a site visit by emailing kroane@nhcgov.com, or via phone at (910) 798-4454. Site visits will be available by appointment only from **November 16, 2021 – August 16, 2021**. Site visits are not mandatory but highly recommended.

2.4 – Questions

Questions concerning the specifications in this Request for Bids (RFB) should be directed to the Kim Roane, Business Officer at kroane@nhcgov.com. Deadline for questions is 5:00 p.m. Monday, August 16, 2021. Responses to bidder questions shall be issued via addendum on Tuesday, November 23, 2021.

2.5 – Communication

Bidders may not have communications, verbal or otherwise, concerning this RFB with any personnel or boards from New Hanover County, other than the person listed in this section which is Kim Roane, Business Officer email kroane@nhcgov.com with the exception of the site visit with Detective Corey Somerset. However, all questions as a result of the site visit **MUST** be submitted in writing to Kim Roane as per above section 2.4. If any vendor attempts any unauthorized communication, the bid may be rejected.

2.6 – Intent to Submit

All Bidders who intend to submit a bid on this project should send an email to kroane@nhcgov.com including pertinent contact information. This will ensure that you receive any addenda issued for this RFB; if applicable. This is not a requirement, but is suggested.

2.7 - Cost of Preparation of Response

Costs incurred by prospective Bidders in the preparation of the response to this Request for Bids are the responsibility of the Bidder and will not be reimbursed by The County.

2.8 – Bid Opening

Bids will not be opened publicly. The bid deadline is 2:00 p.m. Thursday November 30, 2021.

2.9 – Award

This bid will be awarded to multiple contractors on a non-exclusive contract basis. A maximum of three (3) bid awards will be made. As abatement services are needed per property, the contractor for each property abatement assignment will be selected based upon rotation of contractors and/or past experience with abatement service completion, at the discretion of the New Hanover County Environmental Detective.

The County may also consider other factors such as past performance, financial stability, and availability of equipment in the consideration of award.

2.10 - Execution of Agreement

The successful Bidder will be required to enter into a formal agreement that is consistent with the bid requirements outlined within. The successful Bidder to whom the Contract is awarded

by the County shall within two (2) days after notice of award and receipt of Agreement from the County, sign and deliver to the County all required copies of said Agreement.

2.11 – Ownership of Documents

All bids and accompanying documentation will become the property of New Hanover County at the time the bids are opened and as such will not be returned to the bidder.

2.12 - Trade Secret Confidentiality

Upon receipt of your bid by New Hanover County, your bid is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your bid will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.

To properly designate material as trade secret under these circumstances, each Bidder must take the following precautions: (a) any trade secrets submitted by a Bidder must be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating This Bid," and (b) the same trade secret/confidentiality designation must be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire Bid as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so will result in your Bid being disqualified.

In submitting a Bid, each Bidder agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who assist the County in the selection process. Furthermore, each Bidder agrees to indemnify and hold harmless the County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Bidder has designated as a trade secret.

2.13 - Withdrawal of Bids

Bidders may withdraw or withdraw and resubmit their bid at any time prior to the closing time for receipt of bids. NO bid may be withdrawn after the scheduled closing time for receipt of bids for a period of ninety (90) days.

2.14 - Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Bidder agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Bidder agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit bids in response to this RFB.

The completed Minority Business bid form shall be included with the bid submission

2.15- Indemnity

The successful Bidder shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Bidder, his agents, employees and subcontractors.

2.16 – E-Verify

Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.17 - Insurance

Before commencing any work, the Bidder shall procure insurance in the Bidder's name and maintain all insurance policies for the duration of the contract of the types and in the amounts listed in this Agreement. The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the Bidder, his agents, representatives, employees, or subcontractors, whether such operations are done by himself/herself or anyone directly or indirectly employed by him/her.

Limits of insurance required are detailed in the attached Draft Contract.

2.18 - Addendum

The bid package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Bidders who are listed with the Business Officer, and posted on the County's website.

You may visit our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx>, or email kroane@nhcgov.com to check for the issuance of any addenda before submitting your bid.

2.19 - Compliance with Bid Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid.

2.20 -Certificate of Authority

Subject to several statutory exceptions, a business entity incorporated or organized in a state other than North Carolina must obtain a certificate of authority from the North Carolina Secretary of State prior to transacting business in the State. See G.S. 55-15-01(a) (business corporations); G.S. 55A-15-01(a) (nonprofit corporations); G.S. 57D-7-01(a) (limited liability companies); G.S. 59-902(a) (limited partnerships); G.S. 59-91(a) (registered limited liability partnerships); G.S. 55B-16(a) (professional corporations). When the requirement applies, the foreign entity transacting business in the State is responsible for obtaining a certificate of authority—not the domestic (i.e., North Carolina) corporations, public entities, or individuals with whom the foreign entity might contract.

2.21- Successful Bidder

The Bidder who is not currently set up as a vendor in The County’s vendor file will be required to submit a completed Vendor Application, W-9 and EFT form in order to be entered into the County’s vendor database.

2.22 – Federal Uniform Guidance

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). **Refer to the Attached Draft Contract for complete Details.**

2.23 – Estimated Activation Period

The Bidder shall be prepared to sign a contract within two (2) days of bid award. Once the contract has been fully executed, Contractor shall be placed in a rotation for property abatement service assignments. As abatement services are needed, Contractors will be selected by the New Hanover County Environmental Detective based on rotation of work and may include the Detective’s determination of contractor experience with the type of abatement services required. Time is of the essence for abatement services, and the work must begin

within two (2) days of receipt of a Property Abatement Services Notice to Proceed (NTP), and be completed within seven (7) days of receipt of the NTP. Exceptions would be services required on an exigent basis, needing to begin work on the same day of issuance of the NTP; or services not requiring immediate activation, in which case the Detective will document the time extension on the NTP.

2.24– Non-Exclusive Contract

This bid will be awarded to multiple contractors on a non-exclusive contract basis. A maximum of three (3) bid awards will be made. As abatement services are needed per property, the contractor for each property abatement assignment will be selected based upon rotation of contractors and/or past experience with abatement service completion, at the discretion of the New Hanover County Environmental Detective.

2.25– Term and Time/Completion Schedule

This contract will be for a period of 2 years from the contract date. Work shall be offered on an as-assigned basis as properties within New Hanover County become available for abatement. Work shall commence as per instructions on the notice to proceed (NTP) for each separate project abatement assigned to the Contractor, and will be completed by the date shown on the NTP.

2.26 - Right to Reject Bids New Hanover County reserves the right to accept or reject any or all bids and to make the award which will be most advantageous to the County.

2.27 – Draft Contract

A draft contract is attached for review by the Bidder.

Section 3 – Scope of Services

3.0 GENERAL

- 1.01 The BIDDER shall comply with all applicable Federal, State and Local codes, ordinances and requirements of all agencies having jurisdiction. The BIDDER will be responsible for obtaining all necessary licenses to complete the scope of work.
- 1.02 Performance: The quality of workmanship concerning the services provided for PROPERTY ABATEMENT SERVICES must reflect professional work and conduct.

3.01 SCOPE OF SERVICES

SCOPE OF SERVICES

Objective: To remove or correct nuisance conditions that have been determined to be in violation of New Hanover County Ordinance Chapter 23 as follows:

Sec. 23-72. - Illustrative enumeration.

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are declared to be and constitute a nuisance; however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

- (1) Accumulation of rubbish, garbage, trash, refuse, junk and other abandoned materials, metals, lumber or other things.
- (2) Any condition which provides harborage for rats, mice, snakes and other vermin.
- (3) The carcasses of animals or fowl not disposed of within a reasonable time after death.
- (4) The pollution of any stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances.
- (5) The uncontrolled growth of weeds or turf grass to a height of one foot or more within 50 feet of any principal residential structure.

(Code 1978, § 11-2)

Property Abatement Services may include instructions to:

- Pick up trash and debris, including biohazardous material and materials containing bloodborne pathogens.
- Remove overgrown vegetation.
- Board up houses or other abandoned structures.
- Remove derelict vehicles and other abandoned items.
- Complete demolition of structures, including but not limited to houses, garages, sheds, carports, or any abandoned structure.

Or any other items deemed necessary by the New Hanover County Environmental Detective.

Could require special equipment that may include lawn mowers, weed eaters, tractor, bush hog, loader, bulldozer, backhoes, or skid steer, but is not limited to these items.

Sample Job #1

- ¼ acre lot of overgrown grass 24" tall, light trash & debris removal to include approximately ½ ton of trash. Approximately 100 hypodermic needles included in the debris. Rodent infested grounds.

Sample Job #2

- 1 acre lot
- 1.5 tons of trash/debris, including approximately 300 hypodermic needles
- 1 derelict, inoperative automobile to be removed.
- Grass over 4 feet tall. Rodent infested grounds.
- Extreme overgrowth of bushes, including downed tree removal (40' tall) and limb removal.
- Removal of a damaged detached shed.
- Boarding up of 1,500 sq ft house with 3 doors and 12 windows.

4.0 PRICE SCHEDULE

4.1 The contract will be based upon bid price sheet contents and bidder experience. Prices proposed by the bidder shall include anything necessary to complete the work including mobilization, demobilization, insurance, labor, material, equipment, fuel, overhead, profit, and any other costs associated with the work.

4.2 All bids must be submitted using the attached Price Sheet/Bid Form.

5.0 BIDDER SAFETY REQUIREMENTS

5.1 BIDDER shall comply with all local, state and federal safety rules and regulations.

5.2 The BIDDER shall be solely responsible for maintaining safety at all work sites. The BIDDER shall take all reasonable steps to insure safety for both workers and visitors.

6.0 OTHER LAWS AND REGULATIONS

BIDDER will comply with any and all applicable federal, state and local standards, regulations, laws, OSHA and all health and safety regulations.

7.0 CONTRACTOR EXPERIENCED REQUIRED

BIDDER is instructed to include on the Price Sheet/ Bid Form a list of 2-3 references for similar work performed.

Section 4 – Bid Sheet

**READVERTISEMENT
NEW HANOVER COUNTY
PROPERTY ABATEMENT SRVICES
Price Sheet/Bid Form
RFB # 22-0142**

TO: Kim Roane, Business Officer
New Hanover County
3002 Hwy. 421 North
Wilmington, NC 28401

DATE: _____ CONTRACTOR: _____

OFFICE PHONE: _____ CELL PHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

The undersigned, having carefully examined the Instructions to Bidders, New Hanover County RFB # 22-0142– Property Abatement Services, and draft contract, including the following addenda;

ADDENDUM # _____ DATED: _____

As well as the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for to complete each property abatement assigned to the contractor, for the price provided to the New Hanover County Environmental Detective on the Property Abatement Services Pricing Sheet for each project being assigned. Sample projects are priced below as turn-key project pricing. Additionally, per-unit pricing is listed below for those services if utilized on a per-unit basis for individual equipment, to include the price for equipment and operator (all-in pricing, per hour), which will be used on an as-needed basis in accordance with the contract documents.

NOTE: The following two (2) samples are examples of past projects and do not represent current jobs being assigned. Pricing should be based on the conditions that may potentially be encountered for future project assignments.

Sample Job #1

- ¼ acre lot of overgrown grass 24” tall, light trash & debris removal to include approximately ½ ton of trash. Approximately 100 hypodermic needles included in the debris. Rodent infested grounds.

Turnkey price: _____

Sample Job #2

- 1 acre lot
- 1.5 tons of trash/debris, including approximately 300 hypodermic needles
- 1 derelict, inoperative automobile to be removed.
- Grass over 4 feet tall. Rodent infested grounds.
- Extreme overgrowth of bushes, including downed tree removal (40' tall) and limb removal.
- Removal of a damaged detached shed.
- Boarding up of 1,500 sq ft house with 3 doors and 12 windows.

Turnkey Price: _____

Individual Equipment (with Operator) usage (complete pricing to include all costs) – if requested to provide on a limited basis as a standalone service:

- Lawn mower & weed eater _____/ hour
- Bulldozer _____/hour
- Bush hog _____/hour
- Loader _____/hour
- Backhoe _____/hour
- Boat _____/hour

REFERENCES: References for work completed of a similar nature shall be included on this Price Sheet/Bid Form:

Company Name	Contact Name	Cell Phone Number	Type of Work

Signature

Title

State of Incorporation

FORM MUST BE SUBMITTED WITH BID

Section 5 – Statement of Assurances and Compliance

**NEW HANOVER COUNTY
PROPERTY ABATEMENT SERVICES
STATEMENT OF ASSURANCES AND COMPLIANCE**

The undersigned, as bidder certifies that the General Conditions and Instructions to Bidders, the Draft Contract, the Scope of Work and the Price Sheet/Bid Form found in the bidding documents have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

- 1) Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document:
- 2) Currently complies with all applicable State and Federal Laws:
- 3) Is not guilty of collusion with the vendors possibly interested in this bid or in determining prices to be submitted: and
- 4) Such agent as indicated below is officially authorized to represent the firm in whose name this bid is submitted.

Name of Firm	Name of Firm Representative
Address of Firm	Title
Telephone Number	
Date	
State of Incorporation	

FORM MUST BE SUBMITTED WITH BID

Section 00110

FORM MUST BE SUBMITTED WITH BID
Minority & Women Business Enterprise (MWBE) Program
FORM

A. Authorized Representative

I HEREBY AFFIRM THAT:

I am [name] _____, [title] _____, and the duly authorized representative of [Business Name] _____ and that I possess the legal authority to make this statement on behalf of myself and the Business for which I am acting.

B. Affirmation Regarding MWBE Program Acknowledgement and Compliance

I FURTHER AFFIRM THAT:

I am aware of and intend to comply with the County's MWBE Program. As such [check one]:

_____ The Business is certified as a woman- or minority-owned business by an accepted agency. (Attach proof certification)

_____ The Business is a woman- or minority-owned business but has not been certified by an accepted agency. (Attach document of ownership such as articles of incorporation, current business license, K-1 of the most recent business tax return.)

_____ The Business is not a woman- or minority-owned business; however, the bidder acknowledges the MWBE policy and if it should become necessary to subcontract some portion of the work at a later date or obtain materials or services in conjunction with this solicitation, the bidder will institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs.

Signature: _____ Date: _____

FORM MUST BE SUBMITTED WITH BID

NEW HANOVER COUNTY
PROPERTY ABATEMENT SERVICES
JOB PRICING SHEET

*****Sample only – do not complete with bid submission*****

Date: _____

Property Address: _____

Parcel Description: _____

Services to be provided:

Turnkey price: _____

Optional Unit Pricing for individual equipment if requested by New Hanover County
Environmental Detective for standalone use by contractor:

_____/hour for _____ hours

_____/hour for _____ hours

Signed by Contractor: _____

Signed by NHC Environmental Detective: _____

NEW HANOVER COUNTY
PROPERTY ABATEMENT SERVICES

NOTICE TO PROCEED

*****Sample only – do not complete with bid submission*****

ISSUE DATE: _____

EXIGENT REQUIREMENT TO BEGIN SAME DAY: YES NO

DATE WORK IS TO COMMENCE: _____

DATE WORK IS TO BE COMPLETED: _____

PROPERTY ADDRESS: _____

PARCEL DESCRIPTION: _____

Services to be provided:

Turnkey price: _____

Optional Unit Pricing for individual equipment if requested by New Hanover County
Environmental Detective for standalone use by contractor:

_____ /hour for _____ hours

_____ /hour for _____ hours

Signed by Contractor: _____

Signed by NHC Environmental Detective: _____