

REQUEST FOR QUOTE # 44-234A-2011

MOBILE HOME ABATEMENT SERVICES



By:
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Riverside County Transportation and Land Management
4080 Lemon Street, 14th Floor
Riverside, CA 92502
(951) 955-1858 / (951) 955-1859 (fax)
Email: CMcNair@rctlma.org

INSTRUCTIONS TO BIDDERS

- I. **Vendor Registration** – Unless stated elsewhere in this document, vendor must register online at www.Purchasing.co.riverside.ca.us with all current Vendor information, to be registered on the County’s database.
- II. **Prices/Notations** - All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initialed by person signing document. Each item shall be bid separately.
- III. **Format** - Use the documents provided. If submitting more than one bid, separate the bid documents.
- IV. **Pricing/Delivery Terms/Tax** - All pricing shall be quoted F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The County reserves the right to designate method of freight. The County pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.
- V. **Other Terms and Conditions** - The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by contacting Riverside County Purchasing at the number shown above and requesting a copy be faxed or mailed to you.
- VI. **Period of Firm Pricing** - Unless stated otherwise elsewhere in this document, prices shall be firm for 90 days after the closing date.
- VII. **Specification/Changes** - Wherever brand names are used, the words "or equal" shall be considered to appear and be a part of the specification. If you are quoting another make or model, cross out our nomenclature and insert yours. If no make or model is stipulated, insert yours. Attach applicable specifications and/or brochures. Variations in manufacturers, design, etc., may be acceptable, bidders are encouraged to offer them as alternatives; however, the County reserves the right to reject those alternatives as non-responsive.
- VIII. **Recycled Material** - Wherever possible, the County of Riverside is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the County reserves the right to reject those alternatives as non-responsive.
- IX. **Environmental Requirements**
- X. **Method of Award** - The County reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the County to be most advantageous to the County. The County recognizes that prices are only one of several criteria to be used in judging an offer and the County is not legally bound to accept the lowest offer.
- XI. **Return of Bid/Closing Date/Return to** - The bid response shall be delivered to the address above or may also FAX'ed to the dedicated Secure Bid FAX number listed above by 1:30 p.m. on the closing date listed above. Bid responses not received by County Purchasing by the closing date and time indicated above will not be accepted. The closing date and time and the RFQ number referenced above shall appear on the outside of the sealed envelope or on the FAX cover sheet. A duly executed copy of the signature page of this bid document must accompany your response. The County will not be responsible for and will not accept late bids due to busy FAX lines, incomplete transmissions or delayed mail delivery or courier services.
- XI.I **Local Preference** - The County of Riverside has adopted a local preference program for those bidders located within the County of Riverside. A five percent (5%) price preference may be applied to the total bid price during evaluation of the bid responses. To qualify as a local business, the business must have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from this RFQ to that Riverside County location.
or
- XIII. **Disabled Veteran Business Enterprise Preference** - The County of Riverside has implemented a Disabled Veteran Owned Business preference policy. A three percent (3%) preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from certified disabled veterans owned businesses. If the bid is submitted by a non-Disabled Veteran owned business, but lists subcontractors that are identified and qualified as Disabled Owned Business, the total bid price will be adjusted by 3% of the value of that subcontractor’s portion of the bid

IF CHECKED, THE FOLLOWING DOCUMENTS HEREBY MADE PART OF THIS RFQ

- | | |
|---|---|
| <input checked="" type="checkbox"/> APPENDIXS "A" | <input checked="" type="checkbox"/> PLANS/DRAWINGS/PHOTOS/ASBESTOS REPORT/MAP |
| <input type="checkbox"/> SAMPLES | <input checked="" type="checkbox"/> EXHIBITS |
| <input type="checkbox"/> #116-110 Special Conditions/Response | <input type="checkbox"/> #116-150 Special Conditions |
| <input type="checkbox"/> #116-140 Special Conditions Personal/Professional Services | <input type="checkbox"/> #116-130 Equipment Information Sheet |
| <input checked="" type="checkbox"/> #116-260 Local Business Qualification Affidavit | <input type="checkbox"/> #116-310 Boilerplate Contract |

IF CHECKED, THE FOLLOWING GENERAL CONDITIONS ARE INCLUDED WITH FULL FORCE AND LIKE EFFECT AS IF SET FORTH HEREIN

- | | |
|---|--|
| <input checked="" type="checkbox"/> #116-200 General Conditions | <input type="checkbox"/> #116-210 General Conditions Materials and/or Services |
| <input type="checkbox"/> #116-230 General Conditions - Equipment | <input type="checkbox"/> #116-220 General Conditions - Public Works |
| <input checked="" type="checkbox"/> #116-240 General Conditions - Personal/Professional Service | |

To access any of these General Conditions go to www.purchasing.co.riverside.ca.us, located in Vendor Registration/Bidding Opportunities.

LIQUIDATED DAMAGES - It is agreed by the parties to the contract that time is of the essence and in the event complete delivery is not made within the time or times set forth pursuant to this specification, damage will be sustained by the County and that it is and will be impractical and extremely difficult to ascertain and determine the actual damage which the County will sustain in the event of and by reason of such delay. Therefore, it is agreed the successful bidder shall pay to the County of Riverside, as fixed and liquidated damages, and not as penalty, a dollar sum in the amount of **N/A** per calendar day for each and every calendar day's delay in making delivery in excess of the time or times specified. It is further agreed that in the event such damages are sustained by the County, the County shall deduct the amount thereof from any moneys due or that may become due the vendor under the contract.

BIDDER TO COMPLETE ALL SHADED AREAS

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
			<p>The County of Riverside TLMA on behalf of Code Enforcement is soliciting quotations for abatement services as detailed on page #9 of this RFQ.</p> <p><u> </u> FAXED BIDS are NOT acceptable <u> X </u> FAXED BIDS ARE ACCEPTABLE and should be sent to (951) 955-1859</p> <p>BID CLOSE: September 14th, 2011 @ 1:30 pm Late bid will NOT be accepted.</p> <p>All prices inclusive and must include all applicable fees, taxes, travel costs, training expenses, permits, etc.</p>		

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."		1. Total Cost Product/Service	
Company Name		2. Applicable Sales Tax	
Street Address:		3. Insurance & Handling	
Mailing Address:		4. Subtotal Cost	
City:	State: Zip:	5. Total Shipping Cost (FOB Destination)	
Remit to Address:		6. Total Delivered Cost (4+5)	
City	State: Zip:	Sales Representative Name:	
Phone # ()		Phone Number:	
Fax # ()		Email:	
Name	Title	Mobile Phone Number:	
E-mail Address		Company Website:	
Signature _____ Date: _____		CASH DISCOUNT _____ % from receipt of good or invoice, whichever is later. (terms less than 20 days will be considered net) Cash discount shall be applied to grand total.	
Please Check: <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Local Business – if checked, the above signer certifies that the above business is located within the geographical boundaries of Riverside County and that all sales taxes generated based on this RFQ will be credited to that location in Riverside County. If claiming Local Preference please submit form 116-260.		Delivery: _____ calendar days after receipt of order.	

APPENDIX A

1.0 PURPOSE/BACKGROUND

The County of Riverside TLMA on behalf of Code Enforcement is soliciting quotations to provide all labor and equipment for the abatement per the scope of work as detailed on page #9 of this RFQ.

CONTRACTOR'S REQUIREMENTS

Contractor and/or Sub-contractors must possess the proper Contractors license (see section 4.0) issued by the State of California for each craft or type of workman or mechanic needed to execute the contract. Upon request, provide to the TLMA Purchasing a certificate of liability insurance form listing "the County of Riverside: as additional insured and proof of Worker's Compensation Insurance for his employees. Contractor will be required to list all hazardous waste fees for California and all Out of State Fees. Contractor must comply with all State and Federal regulations on the proper disposal of all non hazardous waste materials. The Contractor will notify the County of Riverside in advance of all hazardous materials being transported and the location of the disposal site.

2.0 TIMELINE

DATES:

1. RELEASE OF REQUEST FOR QUOTATION	August 22 nd , 2011
3. MANDATORY JOB WALK	September 12 th , 2011 At 9:00 AM
4. DEADLINE FOR QUOTATION SUBMITTAL	September 14 th , 2011 At 1:30 PM
5. TENTATIVE DATE FOR AWARDED CONTRACT	To Be Determined

3.0 GENERAL REQUIREMENTS

Procedures for Submitting Quotations

All quotations must be submitted in accordance with the standards and specifications contained within this Request for Quote (RFQ).

The County reserves the right to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of the quotation.

The County shall not pay any costs incurred or associated in the preparation of this or any quotation or for participation in the procurement process.

Quotes must be specific unto themselves. For example, "See Enclosed Manual" will not be considered an acceptable quotation. Receipt of all addenda, if any, must be acknowledged in the quotation.

Late quotations will not be accepted. Postmarks **will not** be accepted in lieu of this requirement. Quotations submitted to any other County office will be rejected.

4.0 SPECIAL INSTRUCTIONS/REQUIREMENTS

1. Contractor needs to schedule and coordinate work throughout the job with Code Enforcement, Regina Keyes @ 951-485-5840.
2. High probability that a Warrant will be needed for the abatement of this property. Items can only be removed after a seizure warrant has been obtained by Code Enforcement if applicable. All work to be in conformance with Seizure Warrant within dates specified and start/end dates.
NOTE: EQUIPMENT CANNOT BE STORED ON THE PROPERTY.
3. All work to be in conformance to applicable codes and in compliance with Rule 1403 of the South Coast Air Quality Management District (SCAQMD) regarding requirements pertaining to the demolition of asbestos containing waste material. **Contractor must provide a copy of their Asbestos handling license to TLMA Purchasing before work begins. Copies of dump receipts will be required at the end of the job and must be attached to the invoice when submitting for payment.**
4. JOINT VENTURES ARE PERMISSABLE. HOWEVER, THE COUNTY WILL CONTRACT WITH THE PRIMARY CONTRACTOR WHO WILL ASSUME LIABILITY FOR ALL WORK PERFORMED BY THE SUB-CONTRACTOR. THE AWARDED CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR IDENTIFYING ANY SUB-CONTRACTOR USED ON THE JOB.

IN A JOINT VENTURE, BOTH THE CONTRACTOR AND SUB-CONTRACTOR MUST HAVE THE APPROPRIATE LICENSING AND CERTIFICATION.

EACH CONTRACTOR MUST INDICATE THEIR ABILITY TO SECURE THE NECESSARY INSURANCE. CONTRACTOR MUST PROVIDE CURRENT COPY OF INSURANCES PRIOR TO STARTING WORK.

The County of Riverside has adopted a Local Preference Program for those bidders located within the County of Riverside. A five (5) percent price preference may be applied to the total bid amount during the evaluation of the bid response.

5. PERMIT LIMITATIONS AND DEMOLITION REQUIREMENTS

By authority contained in Section 303.4 of the Uniform Administrative Code under Riverside County Ordinance 457, every demolition permit issued shall have an implied time limitation of 45 days. All work pertinent to demolition prescribed by Riverside County Ordinances 457 and 348 shall be fulfilled within this allocated time interval.

DESCRIPTION, SCOPE, AND NATURE OF WORK RELEVANT TO EACH PARTICULAR DEMOLITION SITE IS AS FOLLOWS:

1. Completely demolish each structure.
2. Remove foundations.
3. Remove all debris and residue
4. Dispose of debris and trash created during the demolition process by transporting to an approved land fill
5. Cap sewer within five (5) feet of the property line.
6. Obligation and responsibility for determining the location of any or all abandoned wells, shafts, openings, septic tanks, cesspools, basements, pits or other like hazards lies with the property owner or contractor. All such hazards shall be abated as per Section 722.0, Uniform Plumbing Code, or by methods approved by the Building Official.
7. Burying, covering, or otherwise discarding of debris on the demolition site is a violation of Riverside County Ordinance 348.
8. In instances regarding excavation and removal of service station storage tanks, or other excavations such as swimming pools where substantial backfill is involved, a compaction report by an approved agency shall be filed with the Building Department.
9. Notify all utility companies to remove and/or disconnect all utilities to the structure including all buried pipes, wires, and conduits).
10. Two Inspections Shall Be Called For:
 - a. At the time of abatement of all hazards specified under Instruction No. 6, the operation is to be verified by a Building Inspector.
 - b. Smooth and level site, and call for final inspection.
11. Obtain an Asbestos Clearance from an approved consultant prior to demolition.

6. **OTHER INFORMATION:**

- a. All items or materials removed from the property by the Contractor, his employees or representatives shall be destroyed unless salvaged.
- b.
- c. All salvaged items shall be itemized in a list presented to the County. The value of the salvaged items shall offset the cost charged to the County for the abatement
- d. In the event the offset amount exceeds the cost charged to the County for abatement, the difference shall be refunded to the County to be credited to the property.
- e. If applicable, Contractor must have C-21 License-Building Moving/Demolition Contractor. Sections Cited: 7008 and 7059, Reference: Sections 7058 and 7059 (Business & Professional Code).
- f. If applicable, Contractors must comply with Waste Tire Hauler Regulation and Public Resource Code Section 42954 and IWMB. **Contractor must provide a copy of the TPID number to TLMA Purchasing before work can begin. Copies of dump receipts will be required at the end of the job and must be attached to the invoice when submitting for payment.**
- g. **Hazardous Material: Contractor must provide a copy of their Hazardous material handling license to TLMA Purchasing before work begins. Contractors must comply with Hazardous Material Regulations. Copies of dump receipts will be required at the end of the job and must be attached to the invoice when submitting for payment.**

- h. Dust Control:** If applicable, dust control must comply with Riverside County Ordinance 742. For the Coachella Valley, dust control mitigation must be in accordance with CVAG PM10 handbook. BMP's for any construction project are applicable for demolition.
 - i. At the completion of the job the Contractor will be responsible for completing the attached (Exhibit B) form and is responsible for obtaining the signature of a Code Enforcement officer who will verify that the job has been completed to the satisfaction of the County of Riverside and to the Scope of Work outlined in the Request for Quote. A copy of this completed form MUST be attached to your invoice when you submit for payment.**
- 7. PREVAILING WAGE:**
- Pursuant to the labor code, the governing board of the owner has obtained from the director of the Department of Industrial Relations, State of California, his/her determination of general prevailing rates of per diem wages applicable to the work, and for holiday and overtime work, including employer payments for health and welfare, pension, vacation, and similar purposes, as set forth on the schedule which is on file at the principal office of the Owner, and which will be made available to any interested person upon request.
- A. Contractor's Requirements:** The awarded Contractor will be required to pay their employees the general prevailing rate of wages for each craft or type of workman or mechanic needed to execute the contract, and must adhere to the following:
- a. Contractor and/or Sub-contractors must possess the proper Contractors license issued by the State of California for each craft or type of workman or mechanic needed to execute the contract.
 - b. Upon request, provide the Purchasing Department a certificate of liability insurance form listing "the County of Riverside" as additional insured and proof of Worker's Compensation Insurance for his employees.
 - c. Pay his/her employees the general prevailing rate of wages for each craft or type of workman or mechanic needed to execute the contract.
 - d. Submit certified payroll per form DLSE Form A-1-131 available at:
<http://www.dir.ca.gov/dlse/DLSEFormA-1-131.pdf> (See attached Exhibit A- Public Works Payroll Reporting Form and Notice to Public Entity)

5.0 METHOD OF AWARD

The project will be awarded based on the lowest total cost to the County and overall responsiveness and general understanding of RFQ requirements.

All responses must be received by September 14th, 2011 by 1:30 PM, at the following address:

COUNTY OF RIVERSIDE-TLMA PURCHASING
4080 Lemon Street, 14th Floor
Riverside, CA 92502

Please complete and return pages 3, 10 and 11 of this bid packet.
Faxed bids will be accepted and must be received by the deadline.
Late bids will not be accepted.
Bids can be faxed to 951-955-1859, attention Charlene McNair.

6.0 EVALUATION PROCESS

All quotations will be given thorough review. All contacts during the review selection phase will be only through the TLMA Purchasing Department. Attempts by the BIDDER to contact any other County representative may result in disqualification of the BIDDER.

7.0 CANCELLATION OF PROCUREMENT PROCESS

The County may cancel the procurement process at any time. All quotations become the property of the County. All information submitted in the quotation becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the quote, it must be clearly identified by the BIDDER, otherwise the BIDDER agrees that any and all documents provided may be released to the public after bid award.

The County reserves the right to withdraw the Request for Quote (RFQ), to reject a specific quote for noncompliance within the RFQ provisions, or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of the County.

8.0 COMPENSATION

The COUNTY shall pay the AWARDED BIDDER for equipment and services performed, after the equipment are installed and tested to the satisfaction of the COUNTY. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to COUNTY by AWARDED BIDDER. The COUNTY shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice, or the goods/services are received, whichever is later.

9.0 SCOPE OF WORK

Contractor to secure appropriate permits and provide all labor and equipment for the abatement of a substandard mobile home (double wide) from the property located below:

Property Address/Location:

52051 Adele Avenue, Cabazon, CA

APN: 528-102-045 Case No: CV08-00519

MANDATORY JOB WALK: September 12th, 2011 @ 9:00 AM

MEETING LOCATION:

52051 ADELE AVENUE, CABAZON, CA

IF YOU DO NOT ATTEND THE MANDATORY JOB WALK, YOU CANNOT SUBMIT A BID

APPENDIX A

COST PROPOSAL

PROPERTY ADDRESS

52051 Adele Ave
Cabazon, CA
APN 528-102-045
Case# CV08-00519

SERVICE

Abatement of
Substandard Mobile Home _____

Removal/Disposal
Of Hazardous Waste
(if applicable) _____

Removal/Disposal
Of Asbestos
(if applicable) _____

Removal/Disposal
Of Tires
(if applicable) _____

Other (if applicable)

TOTAL: _____

NOTE: Mark N/A if non-applicable, and INCLUDED for items included in the total cost.

COMPANY NAME: _____ DATE: _____

(Print)

REPRESENTATIVE: _____ SIGNATURE: _____

(Print Name)

PROMPT PAYMENT DISCOUNT: _____

Bid must be complete and signed by the company's Authorized Agent.

Local Business Qualification Affidavit

The County of Riverside Local Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

Definition of Local Business

A local business shall mean business firms with fixed offices located within the geographical boundaries of Riverside County, authorized to perform business within the County, and in doing so, credit all sales tax from sales generated within Riverside County to the County, and who provide product or perform contracted work using employees, of whom the majority are physically located in said local offices.

Local businesses" shall have a Riverside County business street address. Post office box numbers, residential addresses or un-staffed sales offices shall not suffice to establish status as a "local business". To qualify as a "local business" the location must be open and staffed during normal business hours and the business must establish proof that it has been located and doing business in Riverside County for at least (6) six months preceding its certification to the County as a local business.

Additional supporting documentation that may be requested by the County to verify qualification includes:

1. **A copy of their current BOE 531-A and/or BOE 530-C form** (State, Local & District Sales and Use Tax Return Form). This is what businesses submit to the State Board of Equalization when paying the sales tax to the State of California indicating the amount of the payment to be credited to each jurisdiction (i.e. Counties, Cities).
2. **A current business license** if required for the political jurisdiction the business is located in.
3. **Proof of the current business address.** The local business needs to be operating from a functional office that is staffed with the company's employees, during normal business hours.

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Length of time at this location: _____ Number of Company Employees at this address: _____

If less than 6 month, list previous

Riverside County location: _____

Business License # (where applicable): _____ Jurisdiction _____

Hours of Operation: _____

Primary function of this location (i.e., sales, distribution, production, corporate, etc):

Signature of Company Official

Date

Submittal of false data will result in disqualification of local preference and/or doing business with Riverside County.

Form # 116-260 Rev 8/04

EXHIBIT A (continued)

NOTICE TO PUBLIC ENTITY

For Privacy Considerations

Fold back along dotted line prior to copying for release to general public (private persons).
(Paper Size then 8-1/2 x 11 inches)

I, _____, the undersigned, am the
(Name - print)

_____ with the authority to act for and on behalf of
(Position in business)

_____, certify under penalty of perjury
(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of _____
(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)
of the actual disbursements by way of cash, check, or whatever form to the individual or
individuals named.

Date: _____

Signature: _____

A public entity may require a stricter and/or more extensive form of certification.

EXHIBIT B

ABATEMENT/DEMOLITION COMPLETION

Date of Completion _____

Address of Property: _____

Case Number: _____

APN Number: _____

Purchase Order No.: _____

Contractor Name and Address: _____

The above property was abated to the satisfaction of the County of Riverside Code Enforcement Department, and performed according to the scope of work, as outlined in the Request for Quote by the above Contractor.

Contractor's Name (Print)

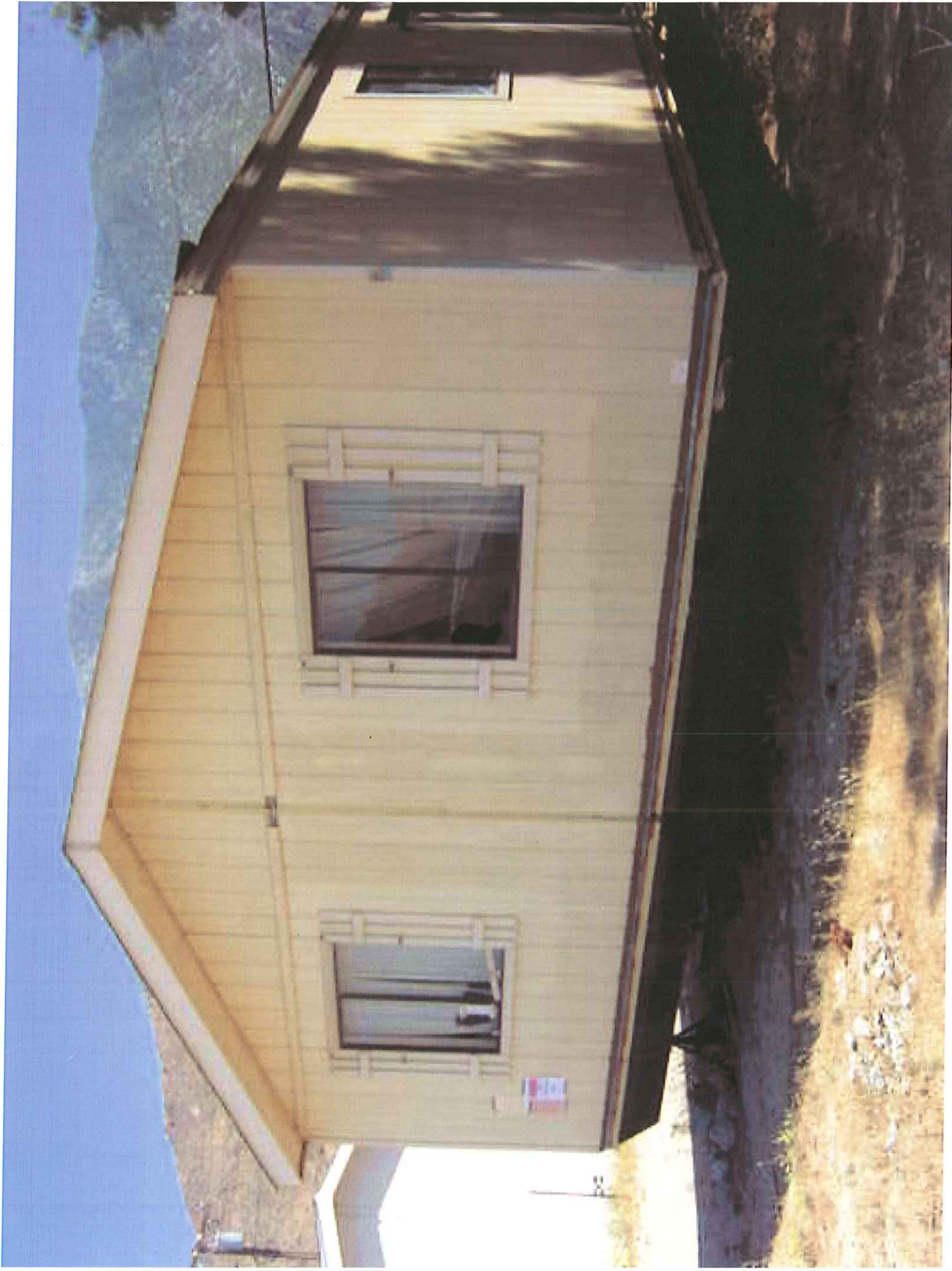
Contractor's Signature

Date

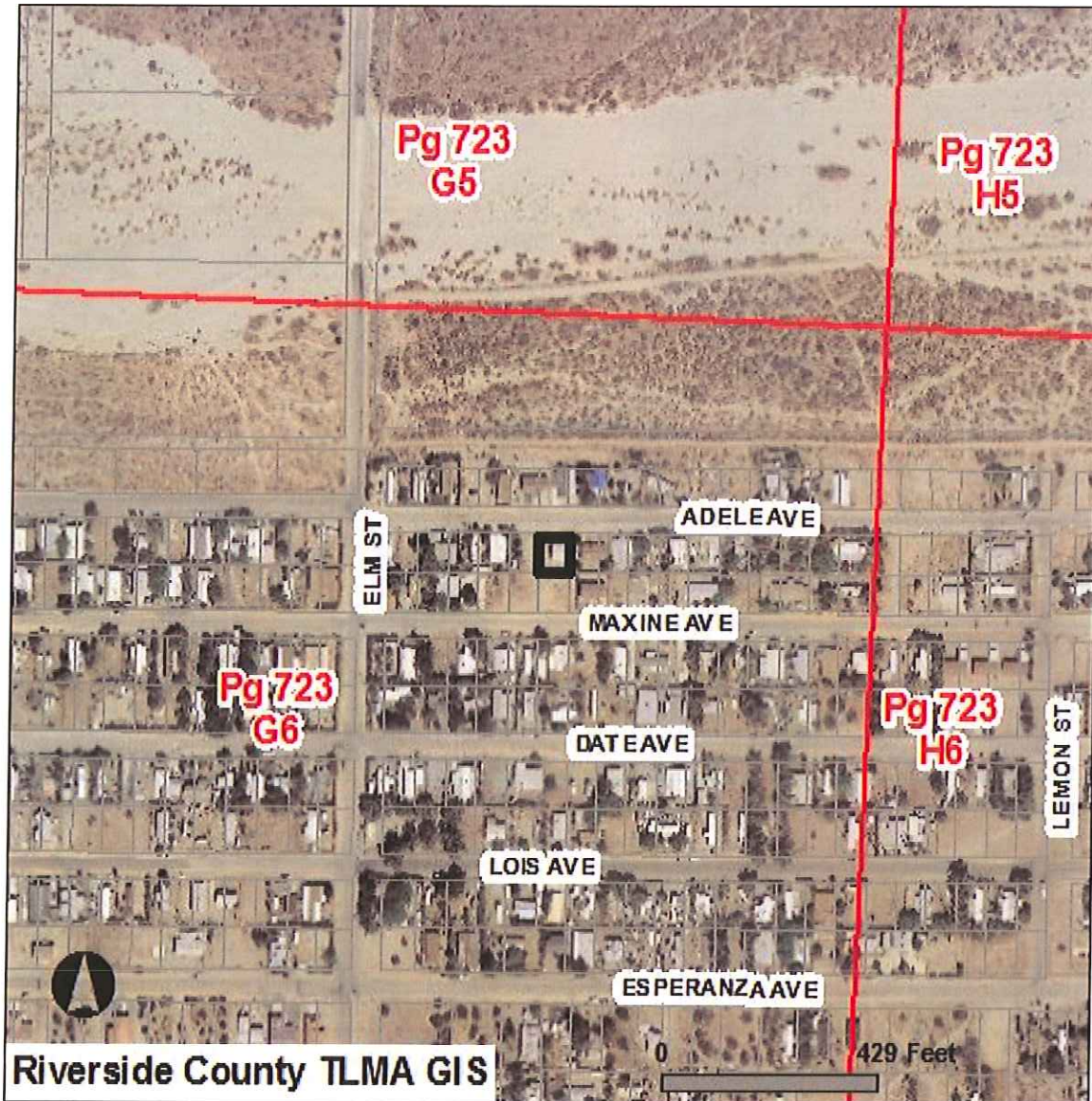
Code Enforcement Officer Name (Print)

Code Enforcement Officer Signature

Date



RIVERSIDE COUNTY GIS



Selected parcel(s):
528-102-045

IMPORTANT

Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

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