



MONTANA DEPARTMENT OF TRANSPORTATION INVITATION FOR BID (IFB) (THIS IS NOT AN ORDER)

IFB Number:
#HWY-309660-RP

IFB Title:
DEMOLITION/REMOVAL OF STATE OWNED PROPERTY HAVRE EAST,
NH 1-6(75)384, PARCELS 9 & 21, HAVRE DIVISION

IFB Due Date and Time:
JULY 1, 2010
2:00 pm, Local Time

Number of Pages: 17

ISSUING AGENCY INFORMATION

Procurement Officer:
RICHELE PARKHURST

Issue Date:
JUNE 4, 2010

MONTANA DEPARTMENT OF TRANSPORTATION
PURCHASING SERVICES SECTION
424 MOREY STREET
PO BOX 20437
BILLINGS MT 59104-0437

Phone: (406) 657-0274
Fax: (406) 256-6487
TTY Users, (406) 444-7696

Website: <http://gsd.mt.gov/>

INSTRUCTIONS TO BIDDERS

**COMPLETE THE INFORMATION BELOW AND
RETURN THIS PAGE WITH YOUR SEALED BID
AND ANY REQUIRED DOCUMENTS TO:**

#HWY-309660-RP
PURCHASING SERVICES SECTION
424 MOREY STREET
PO BOX 20437
BILLINGS MT 59104-0437

Mark Face of Envelope/Package:

IFB Number: #HWY-309660-RP
IFB Due Date: JULY 1, 2010

SEALED BIDS will be received and publicly opened
in the **Billings** office at 2:00 pm

Attachments: 8

BIDDERS MUST COMPLETE THE FOLLOWING

Federal Tax ID Number:

Completion Date:

Bidder Name/Address:

Authorized Bidder Signatory:

(Please print name and sign in ink)

Bidder Phone Number:

Bidder FAX Number:

Bidder E-mail Address:

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

BILL TO: DEPT OF TRANSPORTATION
ENVIRONMENTAL SERVICES
ATTN: STAN STERNBERG
PO BOX 201001
HELENA MT 59620-1001

PROJECT SITE: DEPT OF TRANSPORTATION
NH 1-6(75)384, PARCELS 9&21
PARCEL 9: 8040 US HWY 2 EAST
PARCEL 21: APPROX 5 MILES E OF HAVRE ON
US HWY 2 EAST, APPROX 100 M
EAST OF REFERENCE POST 389
HAVRE MT

Questions regarding the bidding process or performance bonds may be directed to Richele Parkhurst at (406) 657-0274, and questions regarding the site may be directed to the Cora Helm, Environmental Services at (406) 444-7659 in Helena. However, any changes to the requirements of the Invitation for Bid (IFB) can only be made by the Montana Department of Transportation (Department) in writing, and claimed oral modifications are not valid or binding.

1.0. FEDERAL AID REQUIREMENTS

- 1.1.** Since Federal Aid Funds will be utilized to pay for this project, the Montana bid preferences will not apply.
- 1.2.** Prevailing Wage will be in accordance with the attached FHWA form #1273 and current Davis-Bacon wage rates.
- 1.3.** A DBE goal of 0% has been assigned to this project. Contractors are required to complete and return the attached DBE schedule.

2.0. STANDARD TERMS AND CONDITIONS

By submitting a response to this invitation for bid, request for proposal, or acceptance of a contract, the Contractor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

2.1. ACCEPTANCE/REJECTION OF BIDS OR PROPOSALS

The Department reserves the right to accept or reject any or all bids or proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Bids, proposals will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal.

2.2. ACCESS AND RETENTION OF RECORDS

The Contractor agrees to provide the Department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance (Mont. Code Ann. § 18-1-118). The Contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation or exception relating to the contract taken by the State of Montana or third party.

2.3. ALTERATION OF SOLICITATION DOCUMENT

In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a Contractor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the Contractor's disqualification and possible debarment.

2.4. ANTITRUST ASSIGNMENT CLAUSE

All vendors, Contractors and subcontractors hereby assign to the State of Montana any and all claims or causes of action for any antitrust law violations or damages arising therefrom as to goods, materials and services purchased under the terms of this agreement and any change order that may result from this agreement. This assignment is made on behalf of the vendor, Contractor and all subcontractors, which may be hired or contracted with to furnish goods, materials or services.

2.5. AUTHORITY

The following bid, request for proposal, limited solicitation, or contract is issued in accordance with Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

2.6. BILLING

The State of Montana cannot pay for materials or services in advance. All billing against this purchase order must be made only after completion of receipt of merchandise or services rendered.

2.7. COLLUSION PROHIBITED

Prices quoted shall be established without collusion with other Contractors and without attempt to preclude the Department from obtaining the lowest possible competitive price.

2.8. COMPLIANCE WITH LAWS

The Contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

2.9. CONFORMANCE WITH CONTRACT

No alteration of the terms, conditions, delivery, price, quality, quantities or specifications of the contract shall be granted without prior written consent of the Department of Transportation Purchasing Bureau. Supplies delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the Contractor's expense.

2.10. DISABILITY ACCOMMODATIONS

The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Individuals, who need aids, alternative document formats or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

2.11. FACSIMILE RESPONSES

Facsimile bids sent directly to the Department of Transportation will not be accepted; however, facsimile bids sent to a 3rd party and then delivered to the Department in a properly addressed, sealed envelope will be accepted.

2.12. FAILURE TO HONOR BID/PROPOSAL

If a bidder/Contractor to whom a contract is awarded refuses to accept the award (PO/contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the bidder/Contractor for a period of time from entering into any contracts with the State of Montana.

2.13. FORCE MAJEURE

Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

2.14. HOLD HARMLESS/INDEMNIFICATION

Contractor agrees to defend, protect, indemnify and save harmless the State of Montana and Department against and from all claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees), and losses to them from any cause whatever (including patent, trademark and copyright infringements) from the Agreement and its execution. This includes any suits, claims, actions, losses, costs or damages of any kind, including the State's and Department's legal expenses, arising out of, in connection with, or incidental to the Agreement, but does not include any such suits, claims, actions, losses, costs or damages which are solely the result of the negligent acts, omissions or misconduct of Department's employees if they do not arise out of, depend upon or relate to a negligent act, omission or misconduct of Contractor's employees. The Contractor assumes all responsibility for ensuring and enforcing safe working conditions and compliance with all safety-related rules and regulations for the benefit of its own employees, the employees of any subcontractor, and the public. That responsibility includes all duties relating to safety, regardless of whether any such duties are, or are alleged to be, "nondelegable" (e.g., the Montana Safe Place to Work Statute, etc.). This indemnification is expressly intended by the parties to include any claims, liabilities, demands, causes of action, judgments (including costs and reasonable attorneys fees), and losses that are, or are alleged or held to be, based upon a breach by the Department of a nondelegable duty relating to workplace safety for the Contractor's employees, the employees of any subcontractor, and the public.

2.15. LATE BIDS AND PROPOSALS

Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the Contractor's risk to assure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the Contractor at the expense of the Contractor or destroyed if requested.

2.16. PAYMENT TERM

All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the Department is allowed 30 days to pay such invoices. All Contractors may be required to provide banking information at the time of contract execution in order to facilitate state electronic funds transfer payments.

2.17. PREPARATION OF BIDS

Bids must be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the Contractor in ink. Verbal bids will not be accepted. Facsimile bids sent directly to the Department will not be accepted; however, facsimile bids sent to a third party and then delivered to the Department in a properly addressed, sealed envelope will be accepted. Bid quotations shall be considered firm for 30 days after the date of opening unless otherwise stated in writing within the bid package.

2.18. REFERENCE TO CONTRACT

The contract or purchase order number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

2.19. REGISTRATION WITH THE SECRETARY OF STATE

Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business. If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov/>

2.20. REJECTION OF BIDS

The Department reserves the right to reject any and all bids (wholly or in part) which fail to meet the terms, conditions and specifications of the bid package; or, are determined to be not in the Department's best interests; or, for which funding is not available. The Department reserves the right to reject bid proposals, waive technicalities, or advertise for new proposals. Bids will be firm for 30 days, unless stated otherwise in the text of this invitation for bid.

A written or verbal explanation regarding rejected bids may be obtained by contacting the Purchasing Services Section (406) 657-0274 in Billings.

2.21. SEPARABILITY CLAUSE

A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

2.22. SHIPPING

Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

2.23. SOLICITATION DOCUMENT EXAMINATION

Contractors shall promptly notify the Department of any ambiguity, inconsistency or error, which they may discover upon examination of a solicitation document.

2.24. TAX EXEMPTION

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

2.25. TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED

Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Mont. Code Ann. § 18-5-603) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual.

2.26. TERMINATION OF CONTRACT

Unless otherwise stated, the Department may, by written notice to the Contractor, terminate the contract in whole or in part at any time the Contractor fails to perform the contract.

2.27. UNAVAILABILITY OF FUNDING

The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Mont. Code Ann. § 18-4-313 (3))

2.28. UNIT PRICE

Unless otherwise specified, the unit price for each line items must be provided in the appropriate space within the bid document: This shall be known as the "base" bid. The unit price for multiple items must be extended to reflect the total price for the quantity of items requested. Unless otherwise specified, the unit price shall prevail.

2.29. U.S. FUNDS

All prices and payments must be in U.S. dollars.

2.30. VENUE

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Mont. Code Ann. § 18-1-401)

2.31. WARRANTIES

The Contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

3.0. GENERAL REQUIREMENTS

3.1. CONTRACT PERFORMANCE SECURITY – SURETY BONDS ONLY

The Contractor must provide contract performance security based upon 100% of the contract total. This security must be in the form of a surety bond licensed in Montana with a Best's rating of no less than A-. The surety bond must be supplied on the form designated by the State of Montana. The required form may be found at <http://www.discoveringmontana.com/doa/gsd/procurement/forms.asp> and entitled "Contract Performance Bond." THE ORIGINAL FORM MUST BE PROVIDED. FACSIMILE, ELECTRONIC, OR PHOTOCOPIES ARE NOT ACCEPTABLE.

The contract performance security must be provided to the State of Montana within 10 working days from the Request for Documents Notice. This security must remain in effect for the entire term of the contract. A new surety bond must be issued to the State of Montana if this contract is renewed.

The original surety bond form must be provided to the following address: Purchasing Services Section, Attn: Richele Parkhurst, P.O. Box 20437, Billings, MT 59104-0437.

Ref:MCA Title 18, Chapter 4, Part 3; ARM, Title 2, Chapter 5, Sub-Chapter 5.

3.2. INSURANCE REQUIREMENTS

- 3.2.1. General Requirements: The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with the performance of the work by the Contractor, agents, employees, assigns, or subcontractors. The insurance shall cover such claims as may be caused by any negligent act or omission.
- 3.2.2. Primary Insurance: The Contractor's insurance coverage shall be primary insurance as respect to the State, its officers, officials, employees, and volunteers and shall apply separately to each project or location. Any insurance or self-insurance maintained by the State, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- 3.2.3. Specific Requirements for Commercial General Liability: The Contractor shall purchase and maintain Occurrence coverage with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.
- 3.2.4. Additional Insured Status: The Montana Department of Transportation, its officers, officials, employees, and volunteers are to be covered as additional insureds; for liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations; premises owned, leased, occupied, or used.
- 3.2.5. Specific Requirements for Automobile Liability: The Contractor shall purchase and maintain coverage with limits of \$500,000 per person (personal injury), \$1,000,000 per occurrence (personal injury), and \$100,000 per occurrence (property damage), OR combined single limits of \$1,000,000 per occurrence to cover such claims as may be caused by any act, omission or negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.
- 3.2.6. Additional Insured Status: The Department, its officers, officials, employees, and volunteers are to be covered as additional insureds for automobiles leased, hired, or borrowed by the Contractor.
- 3.2.7. Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the Department. At the request of the Department either: (1) The insured shall reduce or eliminate such deductibles or self-insured retention's as respect to Department, its officers, officials, employees, and volunteers; or (2) The Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

- 3.2.8. Certificate of Insurance/Endorsements: Insurance must be placed with an insurer with a Best's rating of no less than A-. The certificate must also include the Department's purchase order number or contract number. This insurance must be valid for the entire contract period. The Montana Department of Transportation, Purchasing Services Section, Attn: Richele Parkhurst, PO Box 20437, Billings, Montana 59104-0437 must receive all required certificates and endorsements within 10 days from the date of Request of Documents Notice before a contract or purchase order will be issued. Work may not commence until a contract or purchase order is in place. The Contractor must notify the Department immediately, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. The State reserves the right to require complete copies of insurance policies at all times.

3.3. COMPLIANCE WITH WORKERS' COMPENSATION ACT

The Contractor is required to supply the Purchasing Services Section with proof of compliance with the Montana Workers' Compensation Act while performing work for the State of Montana. (2005 Mont. Laws, ch. 448, § 1, Mont. Code Ann. §§ 39-71-401, and 39-71-405.) Neither the Contractor nor its employees are employees of the State. The proof of insurance/exemption must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status and must be received by Purchasing Services Section, Attn: Richele Parkhurst, P.O. Box 20437, Billings, MT 59104-0437, within 10 working days of the Request for Documents Notice and must be kept current for the entire term of the contract.

CONTRACTS WILL NOT BE ISSUED TO CONTRACTORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

Coverage may be provided through a private carrier or through the State Compensation Insurance Fund (406) 444-6500. An exemption can be requested through the Department of Labor and Industry, Employment Relations Division (406) 444-1446. Corporate officers must provide documentation of their exempt status.

3.4. CONTRACTOR REGISTRATION – FOR CONSTRUCTION

The Contractor is required to be registered with the Department of Labor and Industry under sections 39-9-201 and 39-9-204, MCA, *prior* to contract execution. The State cannot execute a contract for construction to a Contractor who is not registered and may award the contract to the next responsive Contractor if registration is not completed in a timely manner. (Mont. Code Ann. § 39-9-401)

If you have a Contractor Registration Number, list it here: _____

3.5. CONTRACTOR WITHHOLDING – FOR CONSTRUCTION

Section 15-50-206, MCA requires the state agency or Department for whom a public construction work contract over \$5,000 is being performed, to withhold 1% of all payments and to transmit such monies to the Department of Revenue.

3.6. ASSIGNMENT, TRANSFER AND SUBCONTRACTING

The Contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department. (Mont. Code Ann. § 18-4-141)

Do not assign, sublet, transfer, convey, or dispose of more than 60% of any portion of the contract cost without the written consent of the surety and the Department. Include in the written assignment or subcontract, or in a separate written assignment with the assignment or subcontract the following language:

"In consideration of being awarded this subcontract, and in consideration of having this subcontract approved by the State of Montana, the subcontractor hereby assigns to the State of Montana any and all claims or causes of action for any antitrust law violations, or damages arising therefrom, as to goods, materials, and services purchased under the terms of this subcontract or any change order that may result from this subcontract."

Do not allow any subcontractor to start work until its subcontract is approved by the Purchasing Services Section in Helena. Provide the Purchasing Services Section with one executed and certified copy of the subcontract. Contractor must provide a letter from the surety consenting to the subcontract, only if the total amount of any and all subcontracts will exceed 60% of any portion of the contract cost.

Inform the subcontractor of all the Contract provisions. The minimum wage included in the Contract applies to labor performed on all work sublet, assigned, or disposed of. Attach to each subcontract all required contract provisions and predetermined minimum wage rates.

All subcontractors are agents of the Contractor. The Contractor is responsible for all work, material furnished, and indebtedness incurred by the subcontractor. Written consent to sublet or transfer the Contract does not release the Contractor from liability under the Contract and bond.

3.7. CODE AND PERMIT REQUIREMENTS

Successful Contractor agrees that all work performed as a result of award of the project detailed herein shall meet or exceed all applicable city, county, state and federal codes. Failure to research said codes will not relieve the successful Contractor of his/her responsibility regarding code compliance. The Contractor shall be responsible for all required permits, licenses, fees and inspections associated with the project.

3.8. PROJECT SITE

Each Contractor must visit the job site to verify measurements and to become fully aware of the conditions relating to the project and the labor requirements. Failure to do so will not relieve the successful Contractor of his/her obligations to furnish all materials and labor necessary to carry out each provision of this contract.

Contractor shall adequately protect the project site, adjacent property and the public in all phases of the work. The Contractor shall be responsible for all damages or injury due to his/her action or neglect.

The Contractor shall allow the Department access to the Project.

3.9. PRE-BID CONFERENCE AND SITE INSPECTION

All Contractors should attend a scheduled pre-bid conference and site inspection. This is a mandatory requirement of this Invitation for Bid. The time and date of the **mandatory** pre-bid conference and site inspection for both of these properties will be held on June 23, 2010 from 1:00 pm to 3:30 pm, meeting first at Parcel 9 located at 8040 US Hwy 2 East. The purpose of these conferences is to answer questions related to this bid and to provide a site inspection of the properties. Bids will not be accepted from anyone not attending this pre-bid conference and site inspection.

3.10. UNSATISFACTORY WORK

Work rejected by the Department as unsatisfactory shall be corrected by the Contractor prior to final inspection, acceptance and payment.

Contractor shall immediately proceed to remedy listed defects within seven (7) calendar days after Notice of Observed Defects has been issued by the Department.

Should the Contractor fail to respond to the Notice of Observed Defects or not remedy the defects, the Department reserves the right to have unsatisfactory work corrected at the expense of the Contractor.

Nothing herein stated shall obligate the Contractor to remedy defects caused by the Department's abuse of that work.

3.11. CLEAN-UP

3.11.1. The Contractor shall keep the premises free from debris and accumulation of waste;

3.11.2. Remove all construction smears and stains from finished surfaces;

3.11.3. Remove all surplus materials, tools and construction equipment before requesting final payment from the Department.

3.12. CONTRACT TERMINATION

This contract may be terminated for failure to provide the services or accomplish work enumerated herein. Upon receiving written notice from the DEPARTMENT, the CONTRACTOR has forty-eight (48) hours to cure the failure; the CONTRACTOR'S failure to cure the failure within the time allowed will be grounds for the immediate termination of this contract.

3.13. INDEPENDENT CONTRACTOR

Due to requirements of Federal labor laws, individuals who are presently a Montana State employee will not be considered for potential award of the Agreement. A successful bidder, who, during the post-bid period or during the term of the Agreement, becomes a Montana State employee, must immediately notify in writing the Department's Property Manager of the Real Estate Services Section. Contractor agrees that, if it becomes a Montana State employee during those periods, or if it hires anyone to perform more than 50% of the work under the Agreement who is a Montana State employee, the Agreement is subject to immediate termination.

It is expressly agreed that the Contractor in fulfilling the terms of this Agreement is not an employee of the DEPARTMENT, but is solely an INDEPENDENT CONTRACTOR and not an employee of the DEPARTMENT.

3.14. CONFIRMATION OF AWARD/NOTICE TO PROCEED

After award has taken place, the successful Contractor will receive a "Request for Documents Notice" letter from the Purchasing Services Section. The "Request for Documents Notice" letter is not authorization to proceed with the project.

The purpose of the letter is to notify the Contractor that he/she must secure (a) proof of workman's compensation insurance coverage or exemption, (b) proof of liability insurance coverage and (c) contract performance security; and that these documents must be received by the Purchasing Services Section, Attn: Richele Parkhurst, 424 Morey Street in Billings before a "Notice to Proceed" with the project can be given.

Upon receipt by the Purchasing Services Section of the Contractor's proof of insurance and contract performance security, a purchase order will be officially signed. Receipt of the signed original purchase order by the Contractor shall be the Department's official "Notice to Proceed" with the project.

3.15. CIVIL RIGHTS

NON-DISCRIMINATION NOTICE

During the performance of this Agreement, _____ Contractor _____ (hereafter in this Section "the Party"), for itself, its assignees and successors in interest, agrees as follows:

A) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL-AID CONTRACTS

- (1) Compliance with Regulations: The Party shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, 49 Code of Federal Regulations (CFR), Part 21, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made a part of this Agreement, even if only state funding is here involved.
- (2) Nondiscrimination: The Party, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Party shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Sec. 21.5.
- (3) Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Party for work to be performed under a subcontract, including procurement of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Party of the Party's obligations under this Agreement and the Regulations relative to nondiscrimination.
- (4) Information and Reports: The Party will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by State or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Party is in the exclusive possession of another who fails or refuses to furnish this information, the Party shall so certify to the Department or the FHWA as requested, setting forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the Party's noncompliance with the nondiscrimination provisions of this Agreement, State may impose sanctions as it or the FHWA determines appropriate, including, but not limited to,
 - (a) Withholding payments to the Party under the Agreement until the Party complies, and/or
 - (b) Cancellation, termination or suspension of the Agreement, in whole or in part.
- (6) Incorporation of Provisions: The Party will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Party will take such action with respect to any subcontract or procurement as the State or the FHWA may direct to enforce such provisions including sanctions for noncompliance: Provided, however, that in the event the Party is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Party may request the State to enter into the litigation to protect the interests of the State, and, in addition, the Party or the State may request the United States to enter into such litigation to protect the interests of the United States.

B) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, SEC. 49-3-207, MCA

In accordance with Section 49-3-207, MCA, the Party agrees that for this Agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Agreement.

C) COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

- (1) The Party will comply with all regulations relative to implementation of the AMERICANS WITH DISABILITIES ACT.
- (2) The Party will incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: **"The Party will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Party. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Party."**
- (3) All video recordings produced and created under contract and/or agreement will be closed-captioned.

D) COMPLIANCE WITH PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS, 49 CFR PART 26

Each Agreement the Department signs with a Party (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The Party, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Party shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Party to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

4.0. SPECIFICATIONS FOR WORK

- 4.1.** Provide all labor, materials, equipment and incidentals necessary for the demolition/removal of property of the following:

NH 1-6(75)384 PARCEL 9: NW1/4 NE1/4 S6 T32NR16E
8040 US HWY 2 EAST, HILL COUNTRY, HAVRE, MT

The Contractor is responsible for hauling off and properly disposing of the following improvements and any debris scattered throughout the site from station 62+62 RT to station 63+18 RT (shown in pink on the attached plan sheet, Attachment #1).

- 4.1.1. The improvement includes a 14'x66' mobile home with additions. There is one large structure that consists of a residence with an attached garage and large storage room. The mobile home is a 1976 Champion mobile home of 934 square feet. There is a 34'x13' addition to the living area. The attached garage is 1,292 square feet and storage area is 1,152 square feet. Both garage and storage areas are unfinished. Above the garage is an additional unfinished room. There is a wood porch with a roof that measures 7'x66'.

- 4.1.2. 160-feet deep water well is located in the SE portion of the lot, just off the NE corner of the mobile home. Cap and permanently abandon the water well, which includes pulling the pump and related piping (if present) and pouring bentonite down the well shaft. It is located at the NE corner of the structure.
- 4.1.3. The septic tank is reportedly located in the SW portion of the property, just off the NW corner of the mobile home and additions. Pump and remove the septic tank and remove drain field(s). Fill and compact the holes with dirt similar to what is found in the area and contour.
- 4.1.4. The drain field is located north of the septic tank on the western edge of the property. There may be an additional older drain field in the north – northwest corner of the property.
- 4.1.5. An asbestos and hazardous materials assessment of the property has been completed, dated April 26, 2010 (a copy is attached, Attachment #2). Results of the asbestos inspection indicate window glazing contains 2% chrysotile asbestos.
- 4.1.6. The structure also tested positive for methamphetamine contamination on interior sheetrock wall systems in the residence, and in interior wood construction of the garage and storage area.
- 4.1.7. Contractor must hold or subcontract to a person who has a current and valid Montana approved 40-Hour Asbestos Trained Contractor/Supervisor accreditation and state certified Meth Lab Cleanup license. The contract will be terminated if Contractor does not hold or subcontract to someone who holds current and valid licenses and/or accreditation for performing asbestos and meth oversight activities.
- 4.1.8. Submit a NESHAP demolition permit application 10 days prior to work starting to the Montana Department of Environmental Quality (DEQ).
- 4.1.9. Prior to demolition, remove four north-facing windows on upper level and any replacement windows located outside the front of the residence. Package properly as asbestos-containing waste for transport and disposal at Unified Disposal – Havre Landfill.
- 4.1.10. Although the property is not listed as a Meth Lab Contaminated Property with DEQ, the presence of meth has been confirmed. Oversight by a Meth Cleanup Contractor is required and will include demolition oversight for OSHA considerations for “no visible emissions,” meet requirements of landfill, ensure employees are aware of potential for meth contamination and compile waste manifests and provide a final letter report project close-out.
- 4.1.11. Because of the presence of meth, the landfill (Unified Disposal, Clay Vincent) has requested the waste be removed in large sections.
- 4.1.12. The Department has done its due diligence to ensure that the property has been inspected for the presence of asbestos and/or hazardous materials; however, the Contractor is required to stop work immediately and notify the Department's Environmental Services at (406) 444-7659 or (406) 444-7647 in Helena if any suspicious materials are found during demolition/removal that were not identified in the report.
- 4.1.13. The Contractor is responsible for hauling off and properly disposing of any other debris that may be situated on the property.

- 4.1.14. Contractor must fill and compact any holes on the property with dirt similar to what is typically found in the area. Contractor must grade the areas after the holes are filled in, leaving the area level and smooth.
- 4.1.15. There will be no burning or incineration of waste materials on site. There will be no burying of concrete or other materials on site. All solid waste, including concrete, trash and rubbish must be hauled off the site, leaving the site in a neat condition.
- 4.2. Provide all labor, materials, equipment and incidentals necessary for the demolition/removal of property of the following:

**NH 1-6(75)384 PARCEL 21: SW1/4 NW1/4 S4 T32NR17E
APPROXIMATELY 5 MILES EAST OF HAVRE ON US HWY 2 EAST,
APPROXIMATELY 100m EAST OF REFERENCE POST 389, HILL COUNTY,
HAVRE, MT**

The Contractor is responsible for hauling off and properly disposing of the following improvements and any debris scattered throughout the site from station 88+40 RT to station 89+00 RT (shown in blue on the attached plan sheet, Attachment #1).

- 4.2.1. The improvements include a 676 square foot older house, 200 square foot shed, an outhouse, concrete pad and asphalt paving. The house is one level, originally built in 1910 and is in poor condition. The shed was built around the same time and is also in poor condition.
- 4.2.2. There is a concrete pad measuring 1,760 square feet and approximately 1,000 square feet of paving in the area.
- 4.2.3. An asbestos and hazardous materials assessment of the property has been completed, dated April 26, 2010 (a copy is attached, Attachment #3). Results of the asbestos inspection indicate window glazing contains 2% chrysotile asbestos and exterior plaster/stucco contains <1% chrysotile asbestos.
- 4.2.4. Contractor must hold or subcontract to a person who has a current and valid Montana approved 40-Hour Asbestos Trained Contractor/Supervisor accreditation. The contract will be terminated if Contractor does not hold or subcontract to someone with holds current and valid licenses and/or accreditation for performing asbestos oversight activities.
- 4.2.5. Submit a NESHAP demolition permit application 10 days prior to work starting to the Montana Department of Environmental Quality (DEQ).
- 4.2.6. Prior to demolition, remove all window systems. Package properly as asbestos-containing waste for transport and disposal at Unified Disposal – Havre Landfill.
- 4.2.7. During demolition, continuously mist the exterior plaster/stucco materials with water in accordance with the asbestos NESHAP and OSHA guidelines for “no visible emissions.”
- 4.2.8. The Department has done its due diligence to ensure that the property has been inspected for the presence of asbestos and/or hazardous materials; however, the Contractor is required to stop work immediately and notify the Department’s Environmental Services at (406) 444-7659 or (406) 444-7647 in Helena if any suspicious materials are found during demolition/removal that were not identified in the report.
- 4.2.9. The Contractor is responsible for hauling off and properly disposing of any other debris that may be situated on the property.

- 4.2.10. Contractor must fill and compact any holes on the property with dirt similar to what is typically found in the area. Contractor must grade the areas after the holes are filled in, leaving the area level and smooth.
- 4.2.11. There will be no burning or incineration of waste materials on site. There will be no burying of concrete or other materials on site. All solid waste, include concrete, trash and rubbish must be hauled off the site, leaving the site in a neat condition.
- 4.2.12. Demolish the outhouse. Fill and compact the holes with dirt similar to what is found in the area and contour.
- 4.2.13. PROTECT THE WELL; it is not a removal item.

4.3. Work shall consist of, but not limited to the following:

- 4.3.1. The successful Contractor must remove the buildings and/or obstruction (and everything contained within it) from the state-owned land identified as **NH 1-6(75)384, Parcels 9 & 21, Havre, MT** on or before **JULY 30, 2010**. If the deadline is not met, the successful Contractor will forfeit their Contract Performance Security bond.
- 4.3.2. All combustible material must be removed from the site. There will be no burning or incineration of waste materials on the project site. There will be no burying of salvage material on the project site. All solid waste, trash and rubbish must be hauled off the site, leaving the site in a neat condition.
- 4.3.3. The disposal of all solid waste will be done by the Contractor and all disposals must be done in accordance with Federal, State and Local laws and policies.
- 4.3.4. Concrete flatwork and foundations must be removed from the site and disposed of in accordance with Federal, State and local laws. All basements or open holes must be filled in, graded and contoured to ground level.
- 4.3.5. No interest in the land upon which the structure is situated will pass to the Contractor.
- 4.3.6. When the building has been removed and the site cleaned up, Contractor must submit claim for payment to Montana Department of Transportation, Real Estate Services Section, PO Box 201001, Helena, MT, 59620-1001. The Department will inspect site and disburse payment upon a satisfactory inspection. No payments will be made prior to inspection of site and verification that all requirements of the contract have been met.
- 4.3.7. State law requires a NEASHAP Demolition/Renovation Notification permit to be filed with the Air & Waste Management Bureau of the Montana Department of Environmental Quality at least ten (10) working days prior to demolition.

The application must be sent by certified mail to:

MT DEQ Asbestos Control Program
PO Box 200901
Helena MT 59620-0901

A post office receipt showing the date mailed and a copy of the filled in permit must be sent to the Department's Purchasing Services Section, Attn: Richele Parkhurst, PO Box 20437, Billings, MT 59104-0437.

Contractor is not to begin work until this requirement has been fulfilled.

- 4.3.8. The Contractor will be responsible for installing and maintaining appropriate traffic control devices when removing and transporting material from the site.
- 4.3.9. The Contractor is responsible for making the necessary arrangements to disconnect any and all utilities from the residence.
- 4.3.10. This demolition contract is for improvements located on highway project NH 1-6(75)384, Parcels 9 & 21. Parcel 9 is located at 8040 US Hwy 2 East in Hill County. Parcel 21 is located 5 miles from Havre on the south side of US Hwy 2 East, and approximately 100m east of reference post 389.
- 4.3.11. The Department is not responsible for any vandalism, theft or damage to the properties (as listed in the bid) after the date of the site inspection. These are abandoned properties and are not monitored or secured in any way. There is no guarantee, stated or implied, that the property as viewed at the site inspection will be the same as when the Contractor starts demolition.
- 4.3.12. All Contractors must attend a pre-bid conference and site inspection. The time and date of the pre-bid conference and site inspection is June 23, 2010 from 1:00 pm to 3:30 pm on-site, beginning with Parcel 9. The purpose of these conferences is to answer questions related to the bid and to provide a site inspection of the properties. The improvements at both parcels will be open during this time with Department representatives on site. Contractor(s) are asked to sign in at the pre-bid conference and site inspection with the Department representative.

4.4. AWARD PROCESS

- 4.4.1. Award will be made to one (1) Contractor whose valid bid meets all terms, conditions, specifications and dates as stated herein.
- 4.4.2. The Department also reserves the right, due to reduced funding, due to failure of the successful contract to secure an approved air quality permit, or due to weather/seasonal consideration, to cancel all or any single or multiple project sites as referenced herein, if deemed in the Department's best interest.

5.0. QUOTE SECTION

Provide all labor, materials, equipment and incidentals necessary for the demolition of property at the following location(s):

NH 1-6(75)384 HAVRE-E Parcel 9, 8040 US Hwy 2 East, Hill County
NH 1-6(75)384 HAVRE-E Parcel 21, Approx. 5 miles east of Havre on US Hwy 2 East, approx. 100m east of reference post 389, Hill County

Cost for Demolition/Removal: \$ _____

Work is required to be completed on or before: **JULY 30, 2010**

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