



REQUEST FOR PROPOSALS

NUISANCE ABATEMENT SERVICES

The City of Madison, IN is requesting PROPOSALS from qualified firms to provide on-call nuisance abatement services for the City of Madison, Indiana. Proposals will be received until 3:00 PM local time, June 18, 2021, at City Hall, 101 W Main St., Madison, Indiana 47250. Sealed proposals shall state on the outside of the envelope the company's name and address and be labeled "Nuisance Abatement Services", addressed to the attention of the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St.
Madison, IN 47250

Proposals may also be hand delivered to the Madison City Hall or by email to: nschell@madison-in.gov

**REQUEST FOR PROPOSALS
HISTORIC RESOURCES SURVEY UPDATE
MAY 18, 2021**

I. PROJECT DESCRIPTION:

The City of Madison, Indiana (hereafter also referred to as “The City”) seeks to have a qualified firm to carry out abatement services on residential, commercial, and industrial properties that are in violation of the City’s ordinance for nuisances not limited to:

- Weed or Tall Grass Abatement
- Site Clean Up
- Debris Removal & Disposal
- Securing/Board up of vacant/abandoned/substandard structures

Contractor shall furnish all labor, equipment, material, and supplies as may be required to properly perform the services. The successful consultant/s shall also have the resources to provide cost effective and timely services, including providing outstanding customer service to the City and its related clients.

II. SCOPE OF SERVICES:

The purpose of this RFP is to solicit and identify qualified contractors who can provide on-call nuisance abatement services. Nuisance Abatement Services include, but are not limited to, mowing, weed abatement, site clean-up, trash and debris removal, boarding and securing structures.

Selected contractors will be placed on the City’s List of Approved Abatement Contractors to provide on-call abatement services at the request of a designated City staff member. The basic hourly rate of these services shall be provided as part of the submitted proposal. As instances of abatement arise, the Contractor shall provide an abatement estimate based upon the proposed rates. The City, however, reserves the right to negotiate abatement services on an instance-by-instance basis as circumstances warrant. The scope of work and expectations for on-call services are set forth in following sections.

The following services shall be provided to the City:

- Abatement of overgrown weeds or dead vegetation to include, but not limited to: dead or hazardous trees, high weeds and shrubs;
- Clean up and removal of trash and debris to include but not limited to: discarded metal, vehicle parts, appliances, waste oil, batteries or similar materials;
- Cleanup and removal of heavy construction or demolition materials, to include but not limited to: concrete, soil, metal rebar, wood and other miscellaneous construction debris;
- Emergency Structural Boarding: to include, but not limited to: structural boarding consistent with HUD specifications or local procedures. Use of wood boarding or alternative materials such as polycarbonate clear boarding, as directed on vacant or damaged structures.

As part of the scope of work, all removed materials are required to be safely transported and removed from nuisance properties to legal disposal and/or recycling site(s) within Jefferson County with priority to any local facilities.

The firm selected (Contractor) shall be appropriately licensed under City of Madison's Contractor License Law and will maintain such license throughout the duration of the service with the City of Hayward. The Contractor must comply with all applicable laws related to the transportation and disposal of waste. The term of the agreement will be one year with the option to extend the agreement annually up to two additional years at the discretion of the City.

Failure to perform work as assigned, submittal of improper invoices, failure to conform to the requirements of any provision contained herein or in the work order, may result in termination at the discretion of the City.

Contractor shall furnish, at its own expense, all equipment and materials needed for abatement services including but not limited to:

- Mowers, weed trimmers, brush hogs, saw blades, chain saws, and loaders.
- Caution tape, orange fencing, framing materials, and other materials necessary to secure the site to ensure the health and safety of the public.
- Any other equipment and/or materials required to address each specific circumstance in a work order.

Contractor shall take digital color photographs of the work location after all work is completed, including loaded vehicles showing the trash/junk debris and that was removed. These photographs shall be dated, time-stamped and shall be submitted electronically by email to the City.

a. Work Orders

- i. Contractor shall provide an itemized work estimate for any bid that exceeds \$1,000. If the estimate of the work specified in the bid varies more than 2 cubic yards from actual conditions, contractor shall contact the City to reconcile any differences, prior to performing work.

b. Notice to Abate Nuisance

- i. A Notice to Abate a Nuisance provided by the City is the primary authority for nuisance abatement. Contractor shall not perform any "Regular Abatement" work until a Notice to Abate Nuisance has been received. In the case of "Emergency Abatement", the Notice to Abate a Nuisance will include a code case number, site address, and services requested, which shall be included on all correspondence and billing by the Contractor. If any discrepancy arises with any other documents during the execution of a work order (ie, property photographs and legal description on notice/map do not match, etc.), it is the responsibility of contractor to contact the City before work begins. Failure to do so will result in the contractor absorbing all costs of the abatement on incorrectly designated property. Any ambiguity or conflict with other documentation shall be clarified prior to performing any work.

c. Execution of Work

- i. Regular Abatement:
 - 1. Contractor will receive written or verbal notification from the City, requesting an estimate to perform specified work at a specified location. The estimate must be provided within 24 hours of the date of notification. Contractor shall not commence any work until a Notice to Abate Nuisance is issued by the City.
- ii. Emergency Abatement:
 - 1. In emergency situations, Contractor may receive verbal notification by the City, followed up by a text message to proceed with service, as record of the City's authorization to proceed immediately. The City shall issue a Notice to Abate Nuisance as soon as possible to the Contractor for proper invoicing.
- iii. Service Requirements:
 - 1. Mowing
 - a. Mowing is defined as the removal of tall grass, weeds, vegetation, small saplings, overgrowth and weed eating. All vegetation must be cut to a height of not more than three inches (3"). Trimming must match or be below the adjacent grass or structure.
 - b. Failure to rake, blow, and bag all leaves, trash and vegetation clippings will result in nonpayment.
 - 2. Debris/Trash/Junk Removal
 - a. All visible trash, junk, debris, and litter must be removed and disposed of in accordance with all applicable laws and to the satisfaction of the City and in accordance with the work order.
 - b. Tree limbs, tree parts, fallen dead trees, bushes or brush less than 6 feet high, and/or on the ground, and/or in the right of ways, easements or in the site distance triangle, will be considered as trash, junk and debris.
 - 3. Securing
 - a. All openings shall be secured in accordance with standards as provided by the Code Enforcement Division.
 - b. Because unsecured structures pose an immediate threat to the public, all securing work orders will be completed within 48 hours of receipt unless the City approves other arrangements. Work orders that include securing must be completed before a work order that does not include securing.
 - c. All wood must be cut with a circular saw. Chainsaws shall NOT be used.

III. PROPOSAL SUBMISSIONS:

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals shall include:

- a. Cover Letter
- b. References

- i. Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and e-mail addresses.
- c. Compensation
 - i. Provide an itemized schedule of charges for labor and expenses that you propose to charge the City for services, including basic fee structure and breakdown of any other charges and hourly compensation rates related to your firm's proposal.
- d. Contractor Registration
 - i. Provide a copy of a completed contractor registration application with a copy of liability insurance certificate or contractor registration card.

IV. PROPOSAL EVALUATIONS:

While bid price is a factor, the City reserves the right to select the bid that offers the greatest overall value related to the nuisance abatement services referenced in this RFP and not simply to the lowest Bidder. The City also reserves the right to reject any and all bids. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful Bidder shall not be construed as an offer of engagement until and unless a contract is fully negotiated and signed by the City and the winning Bidder.

If awarded the bid, a list of nuisance properties will be provided to the winning Bidder by the City on a daily and/or weekly basis. The successful Bidder must be willing to sign a contract with the City, incorporating the terms and conditions of the RFP as well as certain other terms as the City may deem necessary.

V. PROPOSAL DEADLINE:

Please submit one (1) complete hard copy or one (1) electronic copy of the proposal no later than 3:00 PM local time, June 18, 2021. The submittals are to be marked on the outside "Nuisance Abatement Services" and addressed to the following:

City of Madison, Indiana
Attn: Nicole M Schell, Director of Planning
Madison City Hall
101 W Main St.
Madison, IN 47250

Questions concerning the Request for Proposals can be directed to Nicole M Schell by using the contact information below, and shall be received no later than June 8, 2021. Any questions received after June 8, 2021 may not be answered in fairness to other Offerors.

Phone: 812-274-0283

Email: nschell@madison-in.gov

Proposals received after the stated deadline will not be accepted.

This Request for Proposals does not commit The City to pay any costs incurred by the individuals or firms in the preparation and submission of the Bid. The City of Madison, IN reserves the right to reject any or all Proposals at any time without penalty.