



**TOWN OF ERWIN**

Post Office Box 459  
Erwin, NC 28339  
(910) 897-5648

**PLANNING/INSPECTIONS DEPARTMENT**

**Bid Opening Date/Time:** July 18<sup>h</sup>, 2024 @ 2:00 PM  
**Bid Opening Location:** Town of Erwin  
Town Hall Conference Room  
**Property Address:** 301 St. Matthews Road (HC Tax PIN # 1507-32-9623.000)

You may hand deliver your bid to: Town of Erwin  
Attn: Chris P. Jones, Code Enforcement Officer  
100 West F Street, PO Box 459  
Erwin, NC 28339

or you may mail your bid to: Town of Erwin  
Attn: Chris P. Jones, Code Enforcement Officer  
100 West F Street, PO Box 459  
Erwin, NC 28339

**Bids not received by the time and date listed above will be rejected.**

Certain clearance activities are to take place upon the lot described above. These include those services which are marked with an X.

- Clearance of Buildings, Debris and Lot
- Clearance of Lot Only
- Clearance of All Buildings
- Clearance of Only the Following Building: Single-family structure with condemnation notice placed on structure
- Clearance of Entire Lot
- Clearance of the Following Portion of Lot:
- Additional Specific Directions: Contractor will be responsible for seeding disturbed areas.

**DEFINITIONS:**

**Building Clearance** - The complete removal of all building materials from the lot including foundation, slabs, blocks and bricks

**Lot Clearance** - The removal of all underbrush, trash, junk, trees less than 6" in diameter down to the bare ground in the immediate area of the structure unless otherwise specified above.

**RESPONSIBILITIES OF CONTRACTOR INCLUDE:**

- Coordinate with utility companies for the disconnection of all utilities and power and phone lines.
- (X) Obtain any permits required from the Town Zoning Administrator, the County Building Inspection Office and the County Health Department.
- (X) The lawful disposal, at an approved disposal site, of all building materials, trash and brush removed from lot. Provide the Code Administrator with copies of all disposal trip tickets. Burning or burying of any debris is not permitted.

**RESPONSIBILITIES OF CONTRACTOR INCLUDE: (continued)**

- (X) Grading and smoothing disturbed areas (to accommodate a push mower), sowing grass and covering sown areas with sufficient straw to completely cover ground.

**NOTE: Prior to commencing this project, the awarded contractor will be required to provide a current Certificate of Insurance submitted to the Town of Erwin, Planning Department attention Chris P. Jones.**

A. Threshold Requirements

- a. Evidence of Insurance is required to be maintained in full effect at no additional cost to the Town of Erwin for the duration of this contract the following minimum amounts of insurance:
  - i. Commercial General Liability with limits not less than \$500,000;
  - ii. Worker's Compensation as specified by State Law;
  - iii. Employer's Liability with limits not less than \$1,000,000 each occurrence;
  - iv. Automobile
    - 1. Property Damage Liability with limits not less than \$1,000,000 per occurrence.
    - 2. Bodily Injury \$500,000 each person
  - v. Prior to commencement of work, Contractor shall furnish to the Town a copy of the Certificate of Insurance from its insurance carrier verifying these coverage amounts and that shows the Town of Erwin as an additional Insured on the Certificate of Insurance.
  - vi. The contractor will hold and save the Town of Erwin, its officers, agents and employees harmless from any liability of any kind while performing under this contract.
- b. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the Town of Erwin. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

Please fill out this bid form and **return all pages** by the Bid Date shown at the top of page 1.

Chris P. Jones  
Code Administrator  
910-591-4204  
[cpjones@erwin-nc.org](mailto:cpjones@erwin-nc.org)

PLEASE PRINT THE FOLLOWING INFORMATION:

Bidder Information: Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

1. I will perform the above described services for a gross bid fee of \$ \_\_\_\_\_ .
2. In addition, I am willing to **deduct the sum** of \$ \_\_\_\_\_ for salvageable building/other materials taken from the site and in lieu of a cash payment. These materials will be used to offset the above gross demolition bid price as indicated below.

Item 1 (Gross Bid fee) \$ \_\_\_\_\_

Subtract Item 2 (Salvage Materials) \$ \_\_\_\_\_

My net bid is \$ \_\_\_\_\_

\_\_\_\_\_ Dollars  
(My Net Bid in words)

\_\_\_\_\_  
Printed Name of Company Representative

\_\_\_\_\_  
Signature of Company Representative