



39 West Main Street
Rochester, NY 14614
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MONROE COUNTY LAND BANK CORPORATION

REQUEST FOR PROPOSALS

Demolition of 16 Swansea Park
Town of Greece, NY

Issued: February 3, 2026

Due: March 4, 2026

1) INTRODUCTION

16 Swansea Park has been identified as dilapidated and structural unsound. The residential structure on site is slated for demolition and has been determined to be structurally unsound in accordance with 12 NYCRR Part 56-5.1(b). As such, the requirements of 12 NYCRR Part 56-11.5 shall apply and the project shall be bid accordingly.

2) BACKGROUND

The Monroe County Land Bank Corporation (MCLBC), was established in early 2024. MCLBC aims to lower the number of vacant or “zombie” properties located in the 29 towns and villages of Monroe County by returning them to spaces of productive use for these communities.

3) SCOPE OF WORK

In response to this bid solicitation, your price should cover the demolition of the address listed herein, for all labor, materials, equipment, supplies, and incidentals as necessary and requires to complete the work of outline below.

- The Contractor will provide MCLBC with at least twenty-four (24) hours’ notice prior to commencing the Work.
- The Contractor shall obtain, at its sole cost and expense, all permits, authorizations, approvals, and licenses necessary for the planning, performance, and completion of the Work in accordance with the requirements of the respective municipal agencies and other authorities having jurisdiction.
- The Contractor shall comply with all federal, state, county, city, town and other applicable laws, ordinances, rules, and regulations and all orders and rules of any duly constituted authorities affecting the Property or bearing on the performance of the Work. This includes, but is not limited to 12 NYCRR Part 56-11.5 and all applicable stormwater regulations.
- The Contractor will provide before and after time/date stamped photos of sidewalk and property.
- The Contractor will contact Dig Safely NY at least forty-eight (48) hours prior to beginning any excavation at the Property.

- The Contractor will confirm that all utilities are disconnected before commencing any Work.
- The Contractor will arrange for a County licensed plumber to properly cap off all sewer connections and protect, stabilize, and mark such connections before commencing any Work.
- The Contractor will demolish all buildings, structure, and driveways on, in, or upon the Property.
- Tree or other vegetation removal may be necessary to safely complete demolition activities or to achieve the final graded condition of the site. Contractors shall include an optional, itemized cost for such removal if determined necessary within the scope of work.
- The Contractor will provide MCLBC with all bills of lading, dump tickets for all hazardous and non-hazardous waste.
- The Contractor will completely remove all construction materials and any contents of the demolished structures from the Property. The Contractor will arrange for transportation of the construction materials and any contents of the demolished structures to lawful disposal, storage, or recycling locations, as necessary.
- The Contractor will fill the foundation pit with appropriate materials. The foundation pit shall not be filled with debris. Any proposed fill must be approved in advance by MCLBC. Fill cannot include organic materials that will decompose and settle. Fill cannot include construction debris other than concrete or stone.
- Foundation walls must be removed to three feet below grade. The Contractor must ensure that basement floors are broken up to allow for drainage.
- The Contractor must contact MCLBC for inspection before filling the foundation pit.
- The remaining foundation pit shall be filled with material not larger than 12 cubic inches up to two feet below grade. Clean dirt fill shall be placed above, any rocks contained can be no larger than four cubic inches.
- The Contractor will finish grade the land on the Property so that there is no standing water on the Property or adverse drainage impacts to adjacent Property. The Contractor will add sufficient topsoil and will ensure that the Property is free of rocks and other items that would prevent grass growth. The Contractor must ensure that there is a minimum of 4" of clean, screened topsoil free of any stones large enough to impede grass growth or that might damage or be thrown by a lawnmower covering the whole site.
- The Contractor must contact MCLBC for inspection before proceeding with hydroseeding.

- The Contractor will exercise caution so as to not to damage any pedestrian sidewalk. If a sidewalk is damaged, the Contractor must repair or replace the damaged portion in a timely manner and prior to the Completion Date. Contractor will provide before and after time/date stamped photos of sidewalk and property.
- The Contractor must contact MCLBC for a Final Inspection.

4) ISSUES AND CONCERNS

Document all issues and concerns regarding the scope of work, assumptions, and particularly highlight areas of the submission guidelines that may not be met and why.

Notes on Pricing

Bidders are required to satisfy themselves, by personal examination of the site, as to work involved and of the difficulties likely to be encountered in the performance of work under this Bid. No pleas of ignorance of conditions that exist, or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work under this bid as a result of failure to make the necessary examination and investigation, will be accepted as an excuse for any failure to or omission on the part of the bidder to fulfill in every respect all the requirements, specifications etc., nor will same be accepted as a basis for any claim for extra compensation.

Utilities

The contractor is responsible for arranging for electric, gas, water, and sewer to be shut off at each site and all permits necessary to complete demolition of 16 Swansea Park. Contractor must provide proof of permits and or utility shutoff.

Contractor must contact Dig Safely NY at least forty-eight (48) hours prior to beginning any work at the property and not proceed with any work until Dig Safely NY has completed their work and appropriately marked all utilities.

DOL Notification

The MCLBC is exempt from the Department of Labor Asbestos Project Notification Fee (the Notification must still be filed by the Contractor, but the fee will not be charged).

Air Monitoring

Contractor is responsible for hiring an independent air monitor. The demolition contractor selected must coordinate their work schedule with this air monitor and the MCLBC.

- Our demolition contract will include a clause requiring the demolition contractor to absorb the cost of 'extra' air monitoring if the job exceeds the # of days quoted.

5) REQUIREMENTS FOR BIDDING

The successful bidder will be required to keep the entire work of the Contract at all times under their control. This bid and proposal are not assignable or conveyable in any fashion and may

not be pledged or encumbered without the express written permission of Monroe County Land Bank Corporation other requirements for bidding are included elsewhere in these specifications. Please also attach a copy of your asbestos abatement license.

6) NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this Bid, a bidder- and each person signing on behalf of any bidder, certifies and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- a. The prices of the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder, or with any competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly, or indirectly, to any bidder or to any competitor; and,
- c. No attempt has been made or will be made by the bidder to induce any other person(s), partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

I hereby affirm the penalties of perjury that the foregoing statement is true.

Contractor's Signature _____ Date _____

Sworn before me this _____ day of _____

Notary Public _____

7) INSURANCE

The Contractor shall provide for itself and maintain at its own cost and expenses until the completion of the Work the following forms of insurance:

- Commercial General Liability
- Commercial Liability Umbrella coverage
- Comprehensive Automobile Liability coverage
- Workers Compensation and Employers Liability in form and amounts required by law.

8) ADDITIONAL TERMS/CONDITIONS

If, for any reason, Contractor cannot complete the work after submitting the accepted bid, said contractor may, at Monroe County Land Bank Corporation discretion, be removed, either temporarily or permanently, from participation with Monroe County Land Bank Corporation projects.

Monroe County Land Bank Corporation expressly reserves the right at any time herein, to change the requirements or specification of this bid and the demolition, requested thereunder. Monroe County Land Bank Corporation further reserves the right to reject all bids hereunder and re-bid the job or, at its sole discretion, to not award the job to any bidder following receipt of any and all bids hereunder. Monroe County Land Bank Corporation shall not be bound to award the demolition herein, regardless of bids received.

9) PAYMENT

The Contractor will be paid separately for each address within 30 days after all final reports, before and after photos, and applicable paperwork is received by MCLBC. If weather prevents the completion of the grading and seeding a 5% hold back will be held until weather permits completion.

10) PROPOSAL SUBMISSION

Contractor can submit their proposal in person or via email. Submissions must contain contractor's proposals and other required documents and must be clearly marked with the name of the Proposal: **"Monroe County Land Bank Corporation 16 Swansea Park Demo"** and **"the Contractor's Name"**

- Emailed copies of the proposal and other required documents must be sent to: landbankcorp@monroecounty.gov with the above text in the subject line.
- Hard copies of the proposal and other required documents must be submitted in a sealed envelope with the above text on the outside of the envelope and submitted to:
Monroe County Land Bank Corporation
Pat Gooch
16 Swansea Demo
50 West Main Street, Suite 1150
Rochester, NY 14614
- **Submissions must be received by 3:00 PM ET on March 4, 2026.** The proposal packet shall contain:

Cover Letter

- Provide full legal name of the company and mailing address.
- Name a specific point of contact for questions and correspondence related to this proposal, provide phone number and e-mail address.

Envelope 1 (Cost proposal, time frame, and contractor information)

- Project schedule that includes:
 - Proposed start date
 - Proposed end date for the project

- Number of days for air monitoring
- Other milestones as necessary
- Contractor’s firm history and background describing the qualifications and background of the firm/primary contact person and other key staff assigned to this project.
- List of at least three (3) relevant references

Envelope 2 (Cost, Subcontractors and Required Forms)

The Cost, Subcontractors and Required Forms envelope shall be enclosed in a separate sealed envelope clearly labeled “Cost, Subcontractors and Required Forms” with the name of the Contractor shown on the outside. Said envelope shall contain the following:

- Proof of licensing by all contractors and subcontractors required in order to complete the project.
- Detailed budget for all required project activities.
- Billing rate schedule.
- A list of all sub-recipients and subcontractors, including names, contacts and addresses, that the Contractor plans to use for the project.
- Proof of insurance meeting the requirements as indicated in this RFP.

The MCLBC may, at any time by written notification to all Contractors, change any portion of the RFP described and detailed herein. All questions concerning this RFP shall be submitted in writing to landbankcorp@monroecounty.gov. Replies will be issued by Addenda e-mailed to all parties recorded as having received this RFP, as well as posted on the MCLBC Website.

11) Anticipated Timeline

- RFP released/distributed on February 3, 2026.
- Requests for RFP clarification must be submitted in writing via email to the RFP Coordinator via landbankcorp@monroecounty.gov no later than February 17, 2026.
- All questions will be answered and documented in writing as an addendum to the RFP. These will be sent out to all respondents who received the original RFP on or before February 20, 2026.
- Final RFP submissions must be received by 3:00 PM ET on March 4, 2026 at the address shown in Section 2.
- Proposals will be opened 3:15 PM ET on March 4, 2026 in the Business Center of CityPlace, 50 West Main Street, Rochester, NY 14614.