

TOWN OF RICHMOND  
26 Gardiner Street  
Richmond, ME 04357

**INVITATION TO BID  
REMOVAL AND CLEANUP OF JUNKYARD/AUTOMOBILE GRAVEYARD**

**Invitation to Bid:**

The Town of Richmond (“Town”) is soliciting bids for the removal and cleanup of a junkyard and automobile graveyard located at 640 Alexander Reed Road in Richmond (the “Property”).

**Background Information:**

Following a land use enforcement action, the Town obtained a court order to clean up an unpermitted junkyard and automobile graveyard that exists at the Property, after the owner of the Property failed to comply with the court order. A detailed listing of the materials and vehicles to be removed from the Property is included as Appendix A, attached hereto.

**Minimum Qualifications for Bidders:**

1. Bidders must have a minimum of five (5) years’ experience in the business of vehicle and junk removal and/or salvage, and should have experience properly disposing of hazardous and regulated materials.
2. Bidders must have the capacity to provide all labor and equipment to complete the scope of work defined below.
3. Bidders must assign and identify at least one single point of contact (provide contact information) to the Richmond Town Manager and Code Enforcement Officer.
4. Bidders must provide at least three (3) references, including addresses and telephone numbers.
5. Bidders may provide any additional information that would serve to distinguish itself from other bidders submitting proposals, such as examples of completed work projects similar to the scope of work defined by this Invitation to Bid, and any special expertise or experience of respondent.
6. The Town of Richmond may make such inquiries as it deems necessary to determine the ability of each bidder to perform the scope of work defined by this Invitation to Bid. Bidders shall promptly furnish all information and data for this purpose as may be subsequently requested by the Town of Richmond.

**Scope of Work:**

1. The Town of Richmond is seeking bidders that are qualified and capable to remove certain materials from the Property. See Appendix A, attached hereto, which contains a more detailed description of the items to be removed from the Property.
2. The bidder must remove and dispose of all materials in a lawful and environmentally appropriate manner, and shall comply with all other applicable federal, state and local laws and regulations.
3. The bidder will be responsible for submitting to the Town an inventory of all materials and vehicles (including VIN numbers) removed from the Property.
4. The bidder will be responsible for procuring and paying for all permits required to perform the outlined scope of work, if any.
5. The bidder shall fully comply with all applicable federal, state, and local 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 services.
6. The successful bidder shall commence the work required no later than **March 25, 2019**, with a completion date not later than five (5) business days from commencement. The successful bidder shall provide the Town with adequate notice of the scheduled start date of work, such that the Town will be able to provide a minimum of seven (7) days' notice to the owner of the Property, as required by court order.
7. The Code Enforcement Officer will take "before" and "after" photos to document the condition of the Property.
8. The Town will provide for the presence of at least one (1) police officer at the Property at all times during the bidder's performance of the work required under this Invitation to Bid.

**Insurance Requirements:**

The bidder shall be required to provide for and maintain, at its own cost and expense until the completion of the scope of work, the following forms of insurance:

1. Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate, and shall name the Town of Richmond as an additional insured on the certificate of insurance.

2. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned vehicles with limits of not less than \$1,000,000.00 combined for each accident, and arising out of the ownership, maintenance or use of any vehicle for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any vehicle. The Town of Richmond shall be named as an additional insured on the certificate of insurance.
3. Worker's Compensation and Employers' Liability in form and amounts required by law.

The bidder shall provide to the Town of Richmond certificates of insurance demonstrating the above coverages upon request.

**Indemnification:**

The bidder shall defend, indemnify and hold harmless the Town of Richmond, its employees and agents, from and against any and all liabilities, causes of action, judgments, claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) for personal injury (including death) or property damage arising out of, or in consequence of, any negligent or intentional act or omission of the bidder, its employees, agents or subcontractors.

**Proposal Requirements:**

All bid proposals shall include, at a minimum, the following documents or information:

1. An original signed copy of the attached BID SHEET, with all appropriate portions completed in ink, which must be returned within the stated period, either by mail or hand delivery. The form may be reproduced. The Town will not be responsible for any costs or expenses incurred by a bidder in preparing or submitting a bid.
2. Pricing, which must be on a lump sum for the complete project.
3. Business address, phone number, fax number, e-mail address, and federal tax ID number for bidder and all sub-contractors.
4. A brief description of the bidder's history and experience in providing services covered by this Invitation to Bid, as well as your experience and knowledge of hazardous and regulated material disposal.
5. A description of other similar projects completed by the bidder, if any, including the names of clients serviced and length of time providing such services.
6. A description of your financial and technical capability to handle the volume of work that will be required to carry out the scope of work, including the number of employees and number of vehicles (trucks/trailers) that you anticipate using for the job.

**Bid Instructions:**

1. Proposals will be received by the Town at the Richmond Town Office **until 2:00pm on January 24, 2019.** Each proposal shall be submitted in a sealed envelope, clearly marked “Junkyard Removal Bid” and addressed as follows:

Town of Richmond  
Attn: Town Manager  
26 Gardiner Street  
Richmond, ME 04357

2. The bidder is expected to carefully review this Invitation to Bid and scope of work. The submission of a bid shall be considered evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the scope of work and as to the requirement of this Invitation to Bid. The bidder will be held responsible for its failure or neglect to observe or comply with these instructions.
3. The Town of Richmond will not be responsible for any expenses incurred by any firm or person in preparing or submitting a proposal.
4. The bidder is advised that the work to be accomplished under this Invitation to Bid will be awarded to the lowest responsive, responsible bidder, in the Town’s sole discretion.
5. The Town reserves the right to accept or reject any and all submissions, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more bidders and otherwise to act as it deems to be in the best interests of the Town.
6. The successful bidder will be required to sign a Service Agreement with the Town of Richmond, a copy of which is attached hereto. The Service Agreement details all aspects of the work that is to be included within the contractor’s bid. Please note that the blanks within the Agreement will be completed for use at contract signing. The Agreement need not be completed at this time.

# BID SHEET – JUNKYARD CLEANUP/REMOVAL

## BIDDER INFORMATION

\_\_\_\_\_  
Bidder Name

\_\_\_\_\_  
Bidder Contact Person

\_\_\_\_\_  
Bidder Street Address or PO Box

\_\_\_\_\_  
Bidder Telephone Number

\_\_\_\_\_  
Bidder Town/City, State, ZIP Code

\_\_\_\_\_  
Bidder Cellular Telephone Number

\_\_\_\_\_  
Bidder Email address

\_\_\_\_\_  
Bidder Tax I.D. #

The Bidder is organized under the laws of the State of:       Maine  Other [*check one*]  
(State, if Other: \_\_\_\_\_) as the following type of business organization.

( ) individual (sole proprietorship)

( ) corporation

( ) partnership

( ) limited liability company

( ) joint venture

( ) other: \_\_\_\_\_

## OFFER

The Bidder hereby offers to remove the materials listed in Appendix A of the Invitation to Bid in accordance with the Service Agreement (“Agreement”) for the entire term of the Agreement and in compliance with all the terms, conditions, and representations of the same.

The Bidder must remove and dispose of all materials in a lawful and environmentally appropriate manner, and shall comply with all other applicable federal, state and local laws and regulations.

The Bidder offers to do all of the work required by the Invitation to Bid and Agreement for the lump sum price of:

**TOTAL LUMP SUM PRICE: \$** \_\_\_\_\_

The Bidder further offers and agrees that the equipment described below will be available for this work, plus any additional equipment that may be necessary to perform this contract. Please list year, make, model and size of trucks, loaders, and/or any other necessary equipment below. Use a separate sheet as necessary.

### EQUIPMENT LIST (attach separate sheet if necessary)

REG. NO.	MAKE	YEAR	SIZE	MODEL

**PAST AND/OR CURRENT CLEANUP/REMOVAL OPERATIONS**

<b>TOWN/CITY</b>	<b>YEAR</b>	<b>REFERENCE NAME</b>	<b>REFERENCE TELEPHONE</b>	<b>REFERENCE EMAIL</b>

Other information the Bidder wishes considered:

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By signing below, the Bidder (1) represents that the Bidder has examined the "Service Agreement," all documents referenced in said Agreement, and the project site and materials to be removed, such that the Bidder has sufficient knowledge to properly price the work; (2) represents that the Bidder has given the Town of Richmond notice of any errors or ambiguities related to the documents or the work that have been discovered by the Bidder; and (3) agrees to perform the work in strict accordance with the terms and conditions of the Agreement.

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
[Name & Title of Person Signing - Printed or Typed]

## APPENDIX A

The following materials shall be removed from the subject location, 640 Alexander Reed Road (the "Property"), and disposed of by the Contractor and/or its agents or sub-contractors, including without limitation scrap metal dealers, auto salvage companies, antiques dealers, or waste hauling companies:

1. All materials stored on the Property along the roadway, including:
  - All materials stored on the 1958 Hawk-Bilt Spreader
  - Miscellaneous materials located adjacent to the spreader
  - Open pile of returnable bottles/cans and black trash bags on top of open pile filled with unidentified materials
  - Sink, metal ductwork, and other miscellaneous debris located at the roadside adjacent to the John Deere vehicle
  - Oil drums in front yard filled with miscellaneous materials
  - Gasoline and propane tanks stored outside next to the farm vehicles near the vegetable garden
  - Wood pile that is currently on the shoulder of Alexander Reed Road
  
2. All materials stored at interior portions of the Property, including:
  - Pile of junked lumber in front yard
  - Pile of junked metal roofing material in front yard
  - Pile of Styrofoam insulation sheets located on the easterly side of the house
  - All oil tanks located on the Property (4-5 tanks located near the easterly boundary of the Property and 9-10 tanks located closer to the house)
  - Various piles of scrap metal
  - All appliances and furnaces stored outside on the Property
  - All walk-behind lawnmowers not currently in use
  
3. The following vehicles:

1.	1967	Farmall 656
2.	1957	International 350 Utility
3.	1968	Case W-14
4.	196_	BLH Loader
5.	1958	Hawk-Bilt Spreader
6.	1968	John Deere 480B
7.	1965	Model B Mack Dump
8.	1962	GMC Dump
9.	1990	Kodiak Boom Truck
10.	1988	Freightliner FL120
11.	1981	Ford F150
12.	1987	Ford F150
13.	1984	Chevrolet 2500

14.	1984	Volvo 240D Sedan
15.	1987	Volvo 240D Sedan
16.	1980	Volvo 240D Sedan
17.	1981	Volvo 240D Sedan
18.	1987	Volvo 240D Wagon
19.	1981	Volvo 240D Wagon
20.	1983	Volvo 240D Wagon
21.	1974	Link Belt Excavator