

TOWN OF RICHMOND
26 Gardiner Street
Richmond, ME 04357

REQUEST FOR PROPOSALS
CLEANUP OF ILLEGAL JUNKYARD/AUTOMOBILE GRAVEYARD

Invitation to Bid:

The Town of Richmond is soliciting bids for the removal and cleanup of an illegal junkyard and automobile graveyard located at 640 Alexander Reed Road, Richmond, Maine (the "Property").

Background Information:

Following a land use enforcement action, the Town of Richmond obtained a court order and final decision to clean up an illegal junkyard and automobile graveyard that exists at the Property, after the owner of the Property failed to comply with the court order. For your reference, a copy of the court order is attached to this RFP as Appendix A.

Minimum Qualifications for Bidders:

1. Bidders must have the capacity to provide all labor and equipment to complete the scope of work defined below.
2. Bidders must assign and identify at least one single point of contact (provide contact information) to the Richmond Town Manager and Code Enforcement Officer.
3. Bidders must provide at least three (3) references, including addresses and telephone numbers.
4. 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 RFP, and any special expertise or experience of respondent.
5. 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 RFP. 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 located at 640 Alexander Reed Road, including the following:
 - Inoperable/junked vehicles
 - Appliances and furnaces
 - Empty 300-gallon oil tanks
 - Scrap lumber
 - Scrap metal
 - Other miscellaneous materials

For reference, attached is the court order dated October 25, 2017, 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 Code Enforcement Officer will take “before” and “after” photos to document the condition of the Property.
4. The bidder will be responsible for submitting to the Town an inventory of all materials and vehicles removed from the Property, as well as an accounting of all salvaged materials and the prices received for each category or item.
5. The bidder will be responsible for procuring and paying for all permits required to perform the outlined scope of work, if any.
6. 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.

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. A pricing sheet, which can be based on a lump sum for the complete project, by volume and/or weight with a "not to exceed" caveat and indicate whether your rate is a sliding scale and is able to be reduced based upon the volume you receive through the contract, or on a time and materials basis.
2. Business address, phone number, fax number, e-mail address, and federal tax ID number for bidder and all sub-contractors.
3. A brief description of the bidder's history and experience in providing services covered by this RFP, as well as your experience and knowledge of hazardous and regulated material disposal.
4. A description of other similar projects completed by the bidder (including the names of clients serviced and length of time providing such services).
5. A description of the procedure you will utilize to ensure that, to the greatest extent practicable, materials will be reused, recycled, or refurbished, and diverted from landfills, as well as a list of the intended disposal sites for the various categories of materials that are listed in the scope of work.

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.

Proposal Submission:

1. **Proposals will be received by the Town at the Richmond Town Office until 5:00 PM on September 6, 2018.** Each proposal shall be submitted in a sealed envelope, clearly marked “Junk Removal RFP” 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 RFP 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 RFP. 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 RFP 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.