



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Barn Removal**

<b>Date:</b>	<b>May 15, 2018</b>
<b>Pre-Bid Meeting</b>	<b>June 4, 2018 at 1:00 P.M.</b>
<b>Proposals Due On:</b>	<b>June 15, 2018 by 3:00 P.M. (EST)</b>
<b>Return Proposals to:</b>	<b>Kennebec Valley Community College Attn: Brianne Pushor Director of Operations and Compliance 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207) 453-5076</b>
<b>Email:</b>	<b><a href="mailto:bpushor@kvcc.me.edu">bpushor@kvcc.me.edu</a></b>



**Competitive Bid Request for Proposal:  
Barn Removal**

**1.0 Overview**

*Kennebec Valley Community College (KVCC) is requesting proposals for the services from highly qualified contractors to dismantle, demolish, and remove a late 19<sup>th</sup> century wood frame barn.*

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 7.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

**2.0 Schedule**

**Proposal Due On: June 15, 2018 by 3:00 P.M. (EST)**

Review of Proposals: June 18, 2018

Notification of Award: June 20, 2018

Contacting references may require this period to be extended.

**3.0 Scope and Specifications**

**3.1 Background**

Kennebec Valley Community College (KVCC and College) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### **3.2 Scope**

Dismantle, demolish, and remove a 19<sup>th</sup> century wood framed barn in accordance with all applicable federal, state and local laws, regulations, rules and ordinances.

### **3.3 Specifications**

The Contractor shall:

- a. Secure all required licenses and permits necessary for demolition and removal of a building as required by local and state authorities and ordinances;
- b. Comply with all applicable DEP, state, and local notification regulations before starting demolition;
- c. Provide a detailed plan for recycling or waste management of barn materials;
- d. Comply with hauling and disposal regulations of authorities having jurisdiction; all other codes, standards, regulations, and workers' safety rules that are administered by federal agencies or state agencies;
- e. Furnish all labor, equipment, and materials necessary to complete the scope of work;
- f. Not obstruct streets, walks, or other adjacent occupied or used facilities without permission and coordination with KVCC officials;
- g. Make all preparations to secure and protect the surrounding areas;
- h. Not use explosives; and
- i. Not store any removed items or materials on site without prior approval from KVCC officials.

### **4.0 Contractor Insurance**

The Contractor shall maintain throughout the term of the agreement general liability insurance insuring against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

### **5.0 Bid Review and Evaluation**

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to the vendor whose proposal, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

Proposals will be evaluated under the following criteria:

- a. Cost (including any and all discounts);
- b. Specification match;
- c. Comparative analysis of proposals; and
- d. References.

## **6.0 Examination of Specifications**

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## **7.0 Interpretation of Contract Documents**

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Brianne Pushor  
Barn Removal  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

*or via email [bpushor@kvcc.me.edu](mailto:bpushor@kvcc.me.edu)*

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## **8.0 Preparation of Bids**

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

### **Proposal Format**

#### **Section 1: Basic Submittal Information and Forms**

- A. Letter of Intent: This letter will summarize in a brief concise manner, that the bidder understands the scope of work and makes a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
- B. Proposer Certification form – (Attached below)

- C. Contractor's Qualification Statement (Attached below)
- D. Corporate Information: If the bidder is a corporation, provide a copy of the certification from the Secretary of State verifying the bidder's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Maine.

**Section 2: Organization, Experience & Staff Qualifications**

- A. Organization Credentials: Provide a description of bidder's experience which qualifies you to provide the services identified in Proposal Specifications section.
- B. Staff Credentials: List experience of each staff member within the organization who will be assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the bidder's organization.
- C. Current References: The organization will provide a listing of, at minimum, three (3) clients it has or is providing services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, email, and telephone number and a brief explanation of the services that were provided.

**Section 3: Fee Structure**

Provide an itemization and sum total of the fees and expenses for all services required for the execution and completion of the Agreement.

The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.

**PROPOSAL CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

I further certify that this company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal

Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I also certify that I have received the addenda described below (if any).

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Addendum \_\_\_\_\_ Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name(s) and Title(s) \_\_\_\_\_

Legal Name of Bidder \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

**CONTRACTOR'S QUALIFICATION STATEMENT**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: Kennebec Valley Community College

Submitted by: Name: \_\_\_\_\_ ( ) Corporation

Address: \_\_\_\_\_ ( ) Partnership

Principal Office: \_\_\_\_\_ ( ) Individual

(Note: Attach separate sheets as required.) ( ) Joint Venture

( ) Other

1. How many years has your organization provided the requested services? \_\_\_\_\_

2. How many years under the present business name? \_\_\_\_\_

If applicable:

Former business name: \_\_\_\_\_ # Years: \_\_\_\_\_

3. Corporations, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President: \_\_\_\_\_

Regional Manager: \_\_\_\_\_

District Manager: \_\_\_\_\_

4. Partnerships, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_

Names and addresses of partners (if applicable):

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

5. If other than a corporation or partnership, describe organization and name principals: \_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: \_\_\_\_\_

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state circumstances: \_\_\_\_\_  
\_\_\_\_\_

8. Worker's Compensation insurance policy number: \_\_\_\_\_  
Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_

9. Comprehensive General Liability policy number: \_\_\_\_\_  
Name of company: \_\_\_\_\_ Policy amount: \_\_\_\_\_  
(\$1,000,000 combined single limit minimum)

Will Kennebec Valley Community College be named an additional insured for General Liability coverage if your firm is awarded the bid? Yes \_\_\_\_\_ No \_\_\_\_\_  
A "No" answer will disqualify your bid.

10. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):  
\_\_\_\_\_

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)  
Title: \_\_\_\_\_

**9.0 Submission of Bid**

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than June 15, 2018 by 3:00 P.M. (EST).**

All proposals shall be clearly marked "BARN REMOVAL" and mailed to:

Brianne Pushor  
Director of Operations and Compliance  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

Proposals may also be e-mailed to: [bpushor@kvcc.me.edu](mailto:bpushor@kvcc.me.edu)., with the subject line “BARN REMOVAL.”

### **10.0 Withdrawal of Bids**

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the bidder was notified and agreed to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

### **11.0 Taxation and Compliance**

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

### **12.0 Prohibited Terms and Conditions**

#### **NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

**KVCC DOES NOT AGREE TO:**

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys’ fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine’s Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;

3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and

4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.