

TOWN OF RICHLANDS
REQUEST FOR PROPOSALS (RFP)
FOR VEGETATIVE STORM DEBRIS REMOVAL & DISPOSAL

1. Introduction:

The Town of Richlands is soliciting sealed proposals from qualified contractors for vegetative storm debris removal and disposal due to Hurricane Isaias, and hereby requests a written proposal from contractors to perform said work. Proposals must include removal and disposal cost per cubic yard.

2. Requested Services:

The Town of Richlands is requesting proposals for removal and disposal of approximately 2,500 – 3,000 cubic yards of vegetative storm debris. The storm debris is staged at our Public Works Facility located at 203 Jimmy Powell Ln, Richlands, NC 28574. The site can be inspected Monday – Friday from 8:00am to 5:00pm by appointment only. We strongly encourage contractors to visit the site before submitting a proposal.

3. Description of the work to be performed:

The work includes removal and disposal of all storm related vegetative debris. Disposal of all material shall be the responsibility of the contractor. All cost in connection with disposal of the material will be at the contractor's expense. Disposal shall be in accordance with local, state and federal rules and regulations. Contractor shall show proof of current authorization for dumping at a licensed landfill or other licensed waste disposal facility (Permit Number for facility will be required).

Requirements – The contractor must:

1. Have the equipment, personnel and skills needed for removal of storm debris.
2. Remove all debris and properly dispose of.
3. Provide the Town of Richlands with load tickets for disposal.
4. Provide the Town of Richlands with location of disposal site.
5. Provide the Town of Richlands with disposal site permit number.
6. Be capable of completing job within (30) days from date of awarded bid.

4. Contract Termination:

The Town of Richlands may, by written notice, and at any time, terminate the agreement if, in the judgment of the Town, the contractor has failed to comply with the terms of the

agreement. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the contractor for work performed after such notice is delivered.

5. Bidder Qualifications and Proposals:

The Town requests that contractors interested in submitting proposals:

1. Bid the following to provide all of the services described in the proposal specification section of the RFP for vegetative storm debris removal.
 - A) Price per cubic yard.
2. Provide a certificate of liability insurance and automobile insurance.
3. Submit a written summary of their company's qualifications, years in business, past municipal contracts, equipment and experience providing the level and type of service specified in the RFP.
4. Provide a list of three references of clients.
5. Specify the staff to be involved (primary contact, clerical contact, and owner or owners agent).
6. Confirmation that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were selected to perform the services required. Contractor must submit a statement disclosing any conflict of interest that exists between the owner or any employee of the bidder and that of any member of the Town of Richlands.

Term of Contract:

The term of the contract shall run for a period of (30) days.

7. Payments:

Payments will be made upon submittal of invoices. Invoices must be received by the Town of Richlands, and addressed to Mrs. Doreen Putney, Town Clerk for payment to be processed.

Payments are made upon submitting an invoice and will be paid within Thirty (30) days from the date the invoice is submitted.

8. Selection Process:

The Town of Richlands reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. Proposals will be awarded to the best overall proposal as determined by the best interests of the Town of Richlands. In comparing the responses to the RFP and making awards, the Town of Richlands may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor.

Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. The Town of Richlands reserves the right to award the contract to a contractor who is not the lowest bidder; however, cost is an important factor in the selection of a contractor.

9. General Requirements:

One copy of a written response to this request for proposal must be submitted to the Town of Richlands by September 21, 2020. Proposals submitted after the deadline shall be considered late and will not be opened or considered. All proposals must be in an envelope clearly marked with the following information and can be mailed or hand delivered.

Proposals will be opened on September 21, 2020 at 10:00am by Mr. Gregg Whitehead, Town Administrator at the following location:

Richlands Town Hall
302 South Wilmington St
Richlands, NC 28574

Proposals may be mailed to:

Town of Richlands
P.O. Box 245
Richlands, NC 28574
Attn: Mr. Gregg Whitehead
RFP– Vegetative Storm Debris Removal

Proposals may be Hand delivered to:

Town of Richlands
302 S Wilmington St
Richlands, NC 28574
Attn: Mr. Gregg Whitehead
RFP– Vegetative Storm Debris Removal

Faxed or e-mailed proposals will not be accepted.

10. Additional information:

All questions regarding this Request for Proposal shall be directed to:

Gregg Whitehead (Town Administrator) or
Johnathan Jarman (Public Works Director)
Town of Richlands
P.O. Box 245
302 S Wilmington St
Richlands, NC 28574
(910) 324-3301