

Town of Poland



Transfer Station Metal Shelter and Concrete Laydown Area Request for Proposals

The Town of Poland is requesting bid proposals for design/engineering of a metal shelter and concrete laydown areas to be constructed at the Poland Transfer Station. Companies submitting bids must submit them in sealed envelopes with **“Transfer Station Metal Shelter and Concrete Laydown Area”** clearly printed on the exterior. Proposals must include vendor’s name, address, phone(s), contact person, and total cost. Bidders must observe all required state and federal laws and policies.

All inquiries regarding bids should be directed to the Town Manager at (207) 998-4601; email mgarside@polandtownoffice.org. Proposals must be delivered and clearly marked **“Transfer Station Metal Shelter and Concrete Laydown Area”** to Town Manager, Town of Poland, 1231 Maine Street, Poland, ME, 04274 or by email at mgarside@polandtownoffice.org no later than 11:00am, Thursday, December 14, 2023, at which time they will be opened and read publicly in the Town Office conference room. The Board of Selectpersons will consider proposals on Tuesday, December 19, 2023, at 7:00pm in the Town Office conference room. The Town of Poland reserves the right to reject any or all bids.

Poland is the recipient of an Environmental Protection Agency Grant to improve the Poland Transfer Station.

The Town of Poland is soliciting proposals for the design/engineering of a metal structure that will shelter our compactors and roll off containers from the elements and additional concrete laydown areas at the Poland Transfer Station located at 1 Waste Not Drive, Poland, ME 04274.

Additionally, once the design of structures is completed;

Draft a site plan and present it to the Poland Planning Board for approval.

Draft an RFP for construction – one for the Metal Shelter and another for the Concrete Laydown Area.

The RFP would include appropriate language to address Davis-Bacon, American Iron and Steel (AIS), and Build American/Buy American (BABA) requirements. The EPA would need to review and approve the draft RFP before it was sent out to bid.

Include a production schedule. The schedule should account for Transfer Station normal operating hours – Friday to Monday from 7AM to 5PM. Construction should be sequenced to allow normal operation. Closing

the Transfer Station to accommodate construction will be considered, but only if other options do not work and only for a short time.

Collect bids and make a recommendation to the Town.

A current topographical survey in .DWG format showing all structures, drainage culverts, utilities, and asphalt is available.

The Poland Transfer Station has 3 compactors that need to be sheltered – 2 municipal solid waste compactors and 1 recycling compactor. There is an existing structure that provides some shelter that the new shelter would need to attach to/stand adjacent to. The 2 municipal solid waste compactors are in line with each other while the 1 recycling compactor sits back slightly. There is a concrete pad underneath all three compactors and roll off containers that would need to be extended. 220V and 110V electric power is available. Additional concrete laydown areas would also be included.

Proposals should accommodate and include:

Metal Shelter.

Design plans stamped by an engineer.

Structure with appropriate framing and a roof that will shed rain, snow and ice.

Drainage plan for runoff from the roof. There is an existing drainage system that could be tied into.

An add/delete option to include roll up doors on the third side. This should include a personnel door on one of the two sides.

The structure should be tall and wide enough to accommodate the roll off containers being changed out.

Adequate electrical lighting in the overhead to illuminate the entire area. LED fixtures are preferred. 4 light bars over each compactor and roll off container and 4 light bars in the center. 2 light bars over each of 3 compactors.

Translucent roof panels may be included to improve lighting in the shelter.

4 light switches to control lighting. These should be located near the entrance on both sides, at the door to the electrical room, and in the Transfer Station Office.

5 110V power points. 2 at the outside edge near the opening of the shelter, 2 near the compactor, and one near the door to the electrical room.

The foot print will be over an existing concrete pad. Concrete walls on either side of the structure will need to be constructed that are high enough to hold back the fill on the other side and strong enough to hold up the structure. There should be adequate room, approximately 4', at the edge of the structure on the inside to allow personnel to safely move, and allow room for a truck to back in and swap out roll off boxes.

Extend the existing concrete pad to the current roadway.

Color should match the blue of the other structures at the Transfer Station.

Concrete Laydown Areas.

Design plans stamped by an engineer.

Expansion of existing concrete laydown areas. The concrete pad will be used to store roll off containers and will be located adjacent to existing concrete pads.

Design should show how storm water will be addressed.

Site visit.

Bidders are encouraged to request a site visit prior to the submission of bids. A graphic showing the approximate location of the metal shelter and concrete laydown area is included.

LIABILITY INSURANCE – Successful Bidder must agree to procure and maintain at its expense, Commercial General Liability insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any other such employees, and from claims for damages because of injury to or destruction of property including loss of use resulting therefrom, which may arise from the performance of services hereunder. The minimum amounts of coverage are:

Type of Insurance	Each Occurrence	Aggregate
General Liability – Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$1,000,000	
Umbrella/Excess Liability	\$1,000,000	\$1,000,000
Worker's Compensation & Employer's Liability	\$500,000 (Each Accident) \$500,000 (Disease Policy Limit) \$500,000 (Disease Each Employee)	

Each such certificate shall list the Town as an additional insured and contain a statement of the insurer's obligation to notify the Town at least fifteen (15) days prior to cancellation of any policy covered there under. The Town shall be furnished with a Certificate of Insurance. In the event the Town is required to defend itself, the Successful Bidder shall reimburse the Town's costs, including reasonable attorneys' fees for defense of such liabilities which arise out of the Successful Bidder's negligence. In any claim which may arise as a result of intentional or negligent acts or omissions of the Successful Bidder, the Comprehensive General liability insurance policy provided by successful Bidder shall be deemed primary protection against such claims and the Town shall not be called upon to contribute to a loss otherwise payable by the Successful Bidder's insurer due to its insured's act or omission.

INDEMNIFICATION – To the fullest extent permitted by law, Successful Bidder does agree to defend, indemnify and hold harmless the Town, its officers, agents and employees, from and against all claims, damages, losses or expenses, just or unjust, including but not limited to costs of defense, arising out of or resulting from the performance of services hereunder, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of Successful Bidder, its officers, agents or employees, anyone directly employed by it, or anyone for whose act it may be liable, except to the extent that said claim, damage, loss or expense is caused by the Town, its officers, or employees.

Transfer Station Metal Shelter and Concrete Laydown Area Official Bid Form

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL: _____

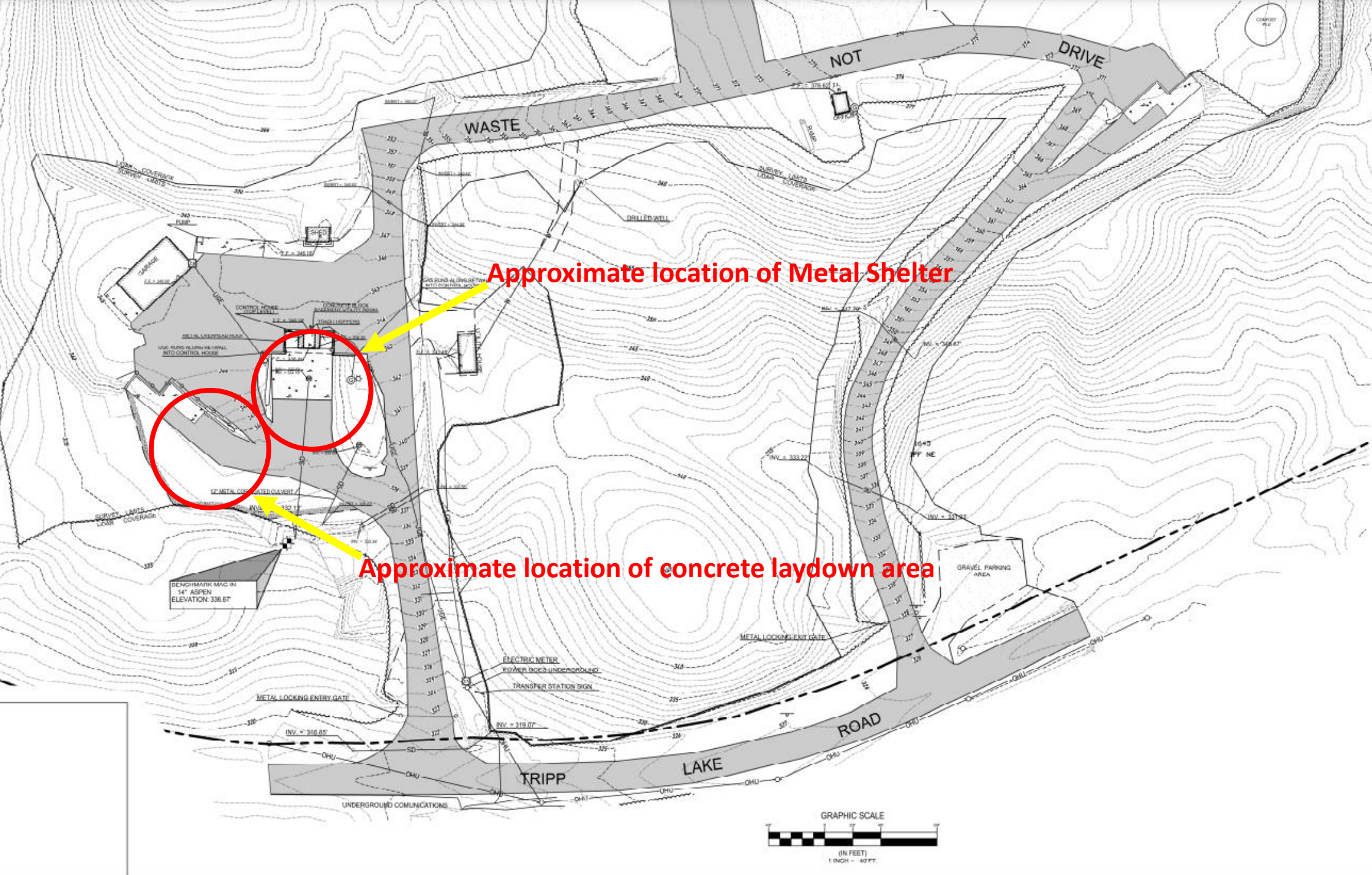
CONTACT PERSON: _____

Include proof of standard liability insurance, which names the Town of Poland as an additional insured in an amount no less than \$1,000,000.

A. Total net price: _____

B. Guaranteed Delivery Date: _____

The Town of Poland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid.



- Rear Setback:
Side Setback:
- Topographic information shown here is based on the on-the-ground survey performed by the surveyor.
 - Boundary lines are referenced to a survey of the property by the surveyor, dated 2013, and are not to be construed as a warranty of the surveyor's accuracy.
 - The subject parcel is located within the boundaries of the Flood Insurance Rate Map, Community-Panel Number 2013.
 - Plan orientation is Grid North, Maine 1002-NAD83.
 - The depth, size, location, existence, and condition of structures were not investigated as they may be located by others and may differ from the information provided. Contractors and/or designers need to field verify existing utilities prior to construction.