

Town of Buckfield

34 Turner Street

Buckfield, ME 04220

(207) 336-2521

townclerk@townofbuckfield.org

Request for Proposals

Brock School Road and Paris Hill Road Paving

May 14, 2025

GENERAL

The Town of Buckfield is seeking sealed proposals for Brock School Road and Paris Hill Road paving projects.

QUESTIONS

Bidders shall direct all technical or engineering questions, including requests for explanations or interpretation, in writing to the Town. All questions must be in writing/facsimile and must be received at least five (5) business days before bid opening. A question-and-answer sheet will then be provided to all interested proposers who have email addresses on file. Any addendums will be published on the Town's website (<https://www.buckfield.maine.gov>).

RESPONSES

Responses to the RFP must be sealed and are due at 6:00 PM local time on June 17, 2025. Emailed or faxed submissions will not be accepted. Only hand-delivered or mailed responses are acceptable. Title of RFP and Contractors name must be clearly marked on the front of the envelope. Bids will be opened on June 17, 2025 at the regularly scheduled Select Board meeting that begins at 6:30 PM.

SUBMISSION REQUIREMENTS

All submissions must include the following information to be considered by the Town of Buckfield:

- Cover letter stating the company's interest in the RFP
- List of equipment that the company controls to be used for this contract.
- List of references (three minimum two of which must be commercial).
- Proof of insurability (one-million-dollar liability with the Town listed as additionally insured).
- A complete RFP Response page (included).
- Any additional attachments/documentation deemed necessary by the bidder.

EXCEPTIONS

Please list any exceptions to your proposal on a separate sheet and include it with your response.

CONTRACT PRE-REQUISITES

The Bidder certifies that it has the financial ability to procure all necessary services and materials and has or will have sufficient personnel and equipment to perform the contract and is able to complete the project in the time required. Bidder also certifies that it has adequate and up-to-date liability & automobile insurance, workers comprehensive insurance, and that all necessary personnel are properly trained and/or licensed to operate required equipment.

Bidder attests that it has an in force “Drug-Free Workplace Policy”.

Before submitting a Bid, the Bidder is responsible for: (A) obtaining and examining the plans, specifications, all bid amendments, and all other bid documents; (B) examining the information provided or referenced in the bid documents; (C) examining the site(s) of work and making other examinations and investigations that are needed to make the Bidder fully aware of the conditions that would be encountered in performing the work, and (D) communicating with the Town before bid opening.

RESERVATION OF RIGHTS

The Town of Buckfield reserves the right to reject any and all bids or proposals, decline to proceed with the selection of any candidates, to request additional qualifications and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the Town of Buckfield to proceed with any of the identified services stated in this request for proposals. If the Town of Buckfield enters a contract for services, the Town shall have the exclusive authority to make decisions regarding any project or work readiness, compliance, and completion.

CONTRACT AWARD

Once a winning bidder is selected the Town shall notify them in writing and a contract with the specifications of the agreement shall be sent to the company. The contract will be executed and signed once funds are appropriated at the Annual Town Meeting.

INDEMNIFICATION

The Contractor agrees to hold the Town of Buckfield harmless from any claim of death, injury, property damage or other loss that may result from the Contractor’s performance under the contract, including negligent acts and omissions. In the event that such a claim is made against the Town of Buckfield, the Contractor shall defend the Town of Buckfield, and shall hold harmless and indemnify the Town of Buckfield for any damages.

Bidder has read and understands the bid instructions provided.

Town of Buckfield

RFP RESPONSE FORM



Brock School Road and Paris Hill Road Paving

Name of Contractor/Company: _____

Name of Contact Person: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

Brock School Road Pricing: _____

Paris Hill Rd Pricing: _____

Date Signed: _____

Contractor EIN No: _____

Project Start Date: _____

Project Completion Date: _____

(Date must be no later than the date listed in the Scope of Work.)

Signature and Title of Contractor or Duly Authorized Officer

Bidder may attach additional documentation to this form as needed to further explain scope of work and costs.

Town of Buckfield

Brock School Road and Paris Hill Road Paving

Contract Agreement

This agreement is made this _____ day of _____, 2025, between the Town of Buckfield, Maine, herein referred to as "Town", and _____ herein referred to as "Contractor".

The Town and Contractor hereby agree to the following.

1. Scope of Work

The Scope of work for this project is set forth in Appendix A to this agreement.

2. Independent Contractor

During the performance of this contract, the Contractor shall act in an independent capacity and not as an officer, employee, or agent of the Town. As an independent contractor, the Contractor has the right and duty to supervise its own employees, agents, and equipment. Additional manpower needed to fulfill the obligations of this contract shall be employed by the Contractor, who shall be solely responsible for compliance with applicable state and federal laws including, but not limited to; OSHA, Worker's Compensation Law, employment security law, anti-discrimination law, and minimum wage law. As an independent contractor, the Contractor is also responsible for the following:

- A. Maintaining its equipment in a safe, operable, and legal manner.
- B. Maintaining the jobsite in a safe condition including all traffic control.
- C. All Traffic control shall follow the latest standards of the M.U.T.C.D. (Manual on Uniform Traffic Control Devices) Part 6.
- D. Prompt payment of all wages, payroll taxes, sub-contractors, material, equipment, fuel, and other expenses, taxes, and fees incurred by Contractor in the performance of this agreement.
- E. Contractor shall provide the Town of Buckfield with a list of employees working on this project.
- F. In the event of any change of employees subsequent to the initial employee list provided to the Town, the Contractor shall within five (5) business days provide the Town with a revised list of employees.

3. Roles of the Parties

The Contractor shall perform all work in conformity with the contract and in a workmanlike and professional manner. The Town has the authority to inspect all activities under this contract and notify the Contractor of problems or inadequacies.

4. Joint Covenants of Good Faith and Fairness

This contract imposes an obligation of good faith and fair dealing on both parties in the execution, performance, interpretation, and enforcement of the contract. With a positive commitment to honesty and integrity, the Contractor and the Town agree to function within all applicable laws, statutes, regulations, and contract provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of the Contract.

A. **LIABILITY INSURANCE:** Agent agrees to maintain throughout the term of this Contract and for a period of two (2) years following expiration of this Contract, comprehensive liability insurance and comprehensive automobile liability insurance in the amount of \$1,000,000.00, for personal injury, death and property damages resulting from its acts or omissions, and those of its subcontractors, in the performance of this Contract. The Town and its officers, employees and agents shall be named as loss payees under these insurance coverages. Execution of the Agreement by the Town is conditioned upon prior submission to the Select Board of the liability insurance policy and automobile liability insurance in a form satisfactory to the Town.

B. The certificate of insurances showing coverages herein required shall be filed with the Town of Buckfield throughout the term of the contract and for the period of two (2) years following expiration of this contract.

C. The Agent will provide and maintain Workers Compensation Insurance or Approved Predetermination of Independent Contractor Status to Establish Rebuttable Presumption by the General laws of the State of Maine and shall furnish certificates to the Town evidencing such coverage prior to the commencement of work and for the entire pendency of this project.

5. Inspections

The Select Board may designate a Project Agent, such as but not limited to the Town Manager or Road Commissioner, who has the right to inspect the Contractor's activities, during and after completion, under the contract and who will notify the Contractor of any problems, inadequacies, or non-performance. Materials supplied shall be subject to random testing by the Town. The Contractor shall not commence any work until written notice of at least three days prior has been provided to the Town and direct contact to the Project Agent. The Select Board, with the advice of the Project Agent, will, on behalf of the Town, determine whether Contractor's performance is satisfactory under this contract.

6. Breach of Contract

Failure of the Contractor to perform according to the terms of this agreement and in the manner specified shall be considered to be a breach of the contract. In the event of such breach, the Town, through its Select Board or the Project Agent, shall immediately give oral notice to the Contractor. The Contractor will then be required to remedy said breach within a reasonable time and at no

additional cost to the town. Reasonable time may vary depending on the nature of the breach as well as road and weather conditions. In the event that the Contractor still does not perform its duties in the time stated, the Town shall have the following options from which the Town may select any or all at its sole discretion:

- A. Terminate the contract: The Select Board may terminate this agreement by sending the Contractor written notice stating the reason for termination. Contractor will be paid for all work which has been deemed to have been satisfactorily completed at that time. The remainder of the monies under this contract may be used to hire another contractor to complete the agreement.
- B. Substitution: The Town may hire a substitute contractor to perform work under this agreement for any period of time it deems necessary. This substitution will be paid for with funds allocated to this agreement.
- C. Other Remedies: In addition to, or in the alternative of, the Town may also seek any other legal or equitable remedy available to enforce this agreement. In the event that the Town brings suit against the Contractor to enforce this agreement, and it prevails on its claim, the Contractor will reimburse the Town for any and all court costs and attorney fees incurred by the Town in the preparation and prosecution of the suit.

7. Payment

The Town shall pay the Contractor the total amount of \$ _____ upon satisfactory completion of the project as determined by the Road Commissioner and Town Manager. No payment shall be paid to the Contractor until all work has been completed. Payment is contingent upon appropriations and will not exceed the contract amount unless prior written authorization is granted by a majority vote of the Select Board with the advice of the Road Commissioner and Town Manager.

8. Indemnification

Contractor agrees to defend, indemnify, and hold harmless the Town and its officials, employees, and agents from any claims for death, personal injury, property damage, or other loss resulting from the acts or omissions of the Contractor, its employees, agents, or sub-contractors in the performance of this agreement. In the event that such a claim is made against the Town, its officials, employees, or agents, Contractor shall pay any legal fees incurred to defend them and pay any amount for which any of them are held liable.

If the Contractor breaches or attempts to breach any of the terms of this Contract or fails to perform any of the obligations under this Contract, the Contractor shall pay to Town all of the Town's costs and expenses, including reasonable legal fees, incurred by the Town in enforcing the terms of this Contract.

9. Amendment, Assignment, Severability, Jurisdiction

This agreement may be amended only by written consent of both the Select Board, after majority vote at a duly called meeting, and the Contractor. This agreement may not be assigned, in whole or in part. Should any part of this agreement be declared void or unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect. This agreement is governed by the laws of the State of Maine.

10. Certification of Prior Representations

Contractor certifies that all information and representations made by Contractor in its Bid Cover Sheet and all attachments thereto are true and correct as of the date of this agreement. Any material misrepresentations made by or on behalf of the Contractor in any of the contract documents may be considered breach of this agreement.

11. Warranty

Contractor agrees to warranty all workmanship and materials for a period of two (2) years after completion of the project.

Notice and Contact

The following persons are available to accept notices:

- A. Town of Buckfield: Cameron Hinkley, Town Manager/Road Commissioner
 - Office Phone: (207) 336-2521 Cell Phone: (207) 890-0026
- B. Town of Buckfield: Preston Brickel, Public Works Foreman
 - Office Phone: (207) 336-2526 Cell Phone: (207) 576-9121
- C. Contractor: _____
 - Office Phone: _____ Cell Phone: _____

IN WITNESS WHEREOF, the undersigned parties, duly authorized, have caused the agreement to be executed as of the day and year written above.

Witness: _____ Contractor: _____

Date: _____

Town of Buckfield
By the Buckfield Select Board

Date: _____

Robert Hand, Chairman

Sandra Fickett, Vice Chairman

Azalea Cormier, Selectman

Heather Henley, Selectman

Peter Fickett, Selectman

Scope of Work

Town of Buckfield

Brock School Road and Paris Hill Road Paving – FY 2025-2026

Brock School Road

Reclaim, fine grade, compact and apply a compacted 2.5” lift of 19 mm base mix. Tack and apply a compacted 1.25” lift of 9.5 mm surface mix. Match all intersections and paved driveways to roadway and specify the amount of tack to be used.

3,970’ x 22’

Paris Hill Road

Reclaim, fine grade, compact and apply a compacted 2.5” lift of 19 mm base mix. Tack and apply a compacted 1.25” lift of 9.5 mm surface mix. Match all intersections and paved driveways to roadway and specify the amount of tack to be used.

4,265’ x 22’

Contractor is responsible for all traffic control/flagging that the project requires.

Setbacks for driveways and connector roads should be 10 feet from the edge of the pavement. Butt joints are required.

All work must be completed by the completion date listed below. If contractor is unable to meet the deadline, contractor will be responsible at their sole expense, for any required patching of culvert cuts or other cuts that Public Works creates in anticipation of the project. Said patching shall be completed by the project deadline. If the patching is not completed, the Town shall hire a contractor to complete the work. The Town will then deduct those costs from the original agreement.

This RFP does include Asphalt Escalation. Please factor this into your bid.

All work to be completed by November 1, 2025.