

207 West Second Street  
Post Office Box 519  
Kenly, North Carolina  
27542



Telephone: (919) 284-2116  
Fax: (919) 284-5229  
Website: [www.townofkenly.com](http://www.townofkenly.com)

**Incorporated 1887**

---

## **Request for Quote**

Town of Kenly – Public Works Department

### **Debris Removal**

**Bid opening 10/1/18 at Kenly Town Hall Conference Center at 3:00pm**

The Town of Kenly will receive sealed proposals for furnishing the above described herein at the Kenly Town Hall, 207 W. Second St, Kenly, NC at the time and place stated above, at which time and place bids shall be immediately opened and read for review for debris removal to begin October 5, 2018.

The locations are as follows and SCOPE OF WORK/SERVICES is described per group in the SCOPE OF WORK SECTION.

**LOCATION: All road ways within the Town of Kenly corporate limits.**

Bid packages may be obtained at Town Hall, 207 W. Second St., Kenly, NC. No bids may be withdrawn for a period of thirty days after the scheduled closing time for receiving bids. The Town of Kenly reserves the right to reject any and all bids and to waive informalities and technicalities. Please direct all inquiries to Town Manager Michael Douglas via email at [michael.douglas@townofkenly.com](mailto:michael.douglas@townofkenly.com)

## Instructions to Bidders and General Terms and Conditions

Sealed bids will be received by the Town of Kenly (herein called the "OWNER"). Proposals must be returned in a sealed envelope marked "Proposal: "Debris Removal Service" and must be delivered or mailed to Town Hall, Attention: Michael Douglas, Town Manager, 207 W. Second St, PO Box 519, Kenly, North Carolina, 27542 no later than **Monday, October 1, 2018 at 3:00 pm.** Bids received after this date and time will not be considered for any reason.

The Town reserves the right to reject any and all bids and to waive informalities if the contractor(s) fails to meet all terms and conditions of the contract award.

The contractor is responsible for all errors, omissions, and deviations from the contract requirements.

**All bids must be made on the required BID FORM. All blank spaces for Bid Prices must be filled in, in ink or typewritten. The BID FORM must be fully completed and executed when submitted. Only one copy of the BID FORM is required.**

BIDDERS must satisfy themselves of the Scope of Work requested by the OWNER, the Town of Kenly, by careful examination of the site as identified and thoroughly review of the Scope of Work. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the Scope of Work to be provided.

All bids must be firm and not subject to any increases for the duration of the agreement.

The Town reserves the right to hold bids open for a period of thirty days after bid opening before making awards.

In accordance with State Law GS143-129, the award will be made to the lowest and best responsible bidder, taking into consideration quality, performance and time period specified in the proposal for the performance of the contract, as well as referrals.

Bid tabulations will be provided upon request. All bidders are welcome to attend the bid opening.

Questions regarding this bid shall be directed in writing by email to [michael.douglas@townofkenly.com](mailto:michael.douglas@townofkenly.com) by **Wednesday, September 27, 2018 at 12:00 noon.** All questions will be answered with an addendum email prior to the bid opening and the addendum email will go to all registered bidders who have picked up a bid packet and ***provided an email address to the OWNER.***

The party to whom the contract is awarded will be required to execute an Agreement within thirty (30) calendar days from the date when notice of award is delivered to BIDDER.

The Town of Kenly may make such investigations as deemed necessary to determine the ability of the BIDDER to perform the Scope of Work and the BIDDER shall furnish to the Town of Kenly all such information and data for this purpose as the OWNER may request. The Town of Kenly reserves the right to reject any BID if the evidence submitted by, or investigation of such BIDDER fails to satisfy the OWNER that the BIDDER is properly qualified to carry out obligations of the Agreement and to complete the Scope of Work contemplated herein.

Submitters must show evidence of liability insurance with Town of Kenly named as indemnified.

Submitters must show evidence of ability to perform the Scope of Work by providing a list of equipment and personnel available to be dedicated to perform the Scope of Work being Bid. Submitter is required to furnish with the Bid evidence of similar work which BIDDER has or is performing and three business references must be submitted to the OWNER.

The duration of the Contract is for the complete removal of debris associated with Hurricane Florence.

The Contractor should carefully review their insurance in order to be completely and adequately covered with regard to special hazard, etc. Certificates for Workers Compensation, General Liability, and Vehicle/Equipment Insurance will be required and submitted as part of the bid package. The Contractor shall maintain at a minimum the following limits of liability.

Worker's Compensation	\$ 500,000/500,000/500,000
Contractor's General Liability Ins.	\$1,000,000
Contractor's Vehicle Ins (Combines Single Limit – Bodily Injury and Property Damage)	\$1,000,000
Excess Liability (Umbrella)	\$2,000,000

The Contractor shall maintain during the life of this contract WORKERS' COMPENSATION and EMPLOYER'S LIABILITY INSURANCE covering all of the Contractor's employees to be engaged in the work under this contract, providing the required statutory benefits under North Carolina Workers Compensation Law, and Employers Liability Insurance providing limits at least in the amount of \$500,000/\$500,000/\$500,000 applicable to claims due to bodily injury by accident or disease.

The Contractor shall provide the Town of Kenly with a volume disposal ticket showing the capacity measured of the vehicle, actual volume disposed, vehicle number, and local government entity or resident and address delivering the material. The volume disposal ticket must be signed by the driver and a copy given to the driver.

Copies of the volume disposal tickets must accompany the invoice. The invoice should be mailed or delivered to Mr. Michael Douglas, Town Manager, PO Box 519, Kenly, NC 27542. Payment shall be made on the per cubic yard charge set forth in Contractor's proposal.

The invoice should contain an itemized list including vehicle number of each truck, local government entity, or resident and address delivering the material and volume accepted for disposal by the Contractor. **Payment will be made within thirty (30) days after receipt of an approved invoice. Payment will be based on volume by tower evaluation of the received unprocessed debris per cubic yard (CY), as determined by the Town or it's designee at the awarded unit price. Five percent (5%) of all invoices will be retained until the contract is complete to the satisfaction of the Town Manager.**

The Town makes no guarantee as to the quantities the Contractor will actually receive.

## SCOPE OF WORK/SERVICES

The Contractor shall comply with all applicable Federal, State, and Local codes, ordinances and requirements of all agencies having jurisdiction. The Contractor will be responsible for obtaining all necessary permits and licenses to complete the scope of work.

The quality of workmanship concerning the disposal of Vegetative Debris must reflect professional work and conduct.

Contractor is required to measure, stage, grind, and dispose of vegetative debris collected within the Town limits of Kenly.

Vegetative debris will be delivered to the Johnston County Landfill located at 680 County Home Rd, Smithfield, NC 27577. All grinding of material will take place at the Johnston County Landfill by the Contractor.

The Contractor shall provide all labor and equipment necessary to measure, stage, and grind all vegetative debris and all costs of disposal of the chipped product related to the vegetative debris referenced under this Request for Proposal.

Per FEMA Regional Guidance # R4-RR-PA-07-07-05-03. Use of Hand Loaded Trailers and Trucks will be reduced by 50% of the observed capacity at the debris disposal site or staging location. This guidance is enforced because of the low compaction rate achieved by hand loading.

The contract will be for payment on a unit price basis. Unit price includes all necessary: equipment operation, insurance, overhead, profit and applicable taxes.

Measure, stage, grind and dispose of Vegetative Debris.

Unit of Measurement: Cubic Yard

# TOWN OF KENLY BID FORM

## DEBRIS REMOVAL SERVICES

FOR THE PURPOSE OF DETERMINING BID PROPOSAL AMOUNTS,  
THE WORK UNDER THE AWARDED CONTRACT WILL BE CONDUCTED IN ACCORDANCE  
WITH THE SPECIFICATIONS AS OUTLINED IN THE REQUEST FOR QUOTE

BIDDER: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS:  
\_\_\_\_\_

TOWN/CITY, STATE, ZIP:  
\_\_\_\_\_

EMAIL:  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

The amounts and prices listed below shall include all labor, materials, overhead, profit, insurance, taxes, etc. to cover the work outlined in the scope of work request for quote.

Scope of Services offered by the BIDDER shall be provided for the removal of debris associated with Hurricane Florence within the Town of Kenly. The OWNER reserves the right to extend or eliminate service scope by negotiation with successful BIDDER.

Unit Price \$ \_\_\_\_\_/Cubic Yard\_\_\_\_\_

The undersigned, as BIDDER, hereby declares that the only person, or persons, interested in this BID as principal(s) is, or are, named herein; that no other persons have any interest in the BID or in the Agreement to be entered into; that this BID is made without connection with any person, company or parties making a BID; and that it is in all respects fair in good faith without collusion or fraud.

**BID FORM PAGE 1 of 1**

The BIDDER further declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; and that he has satisfied himself as to the work to be performed.

The BIDDER further proposes and agrees, if the BID is accepted, to contract with the OWNER, the Town of Kenly, in the attached for to contract, to furnish all materials, equipment, tools, apparatus, means of transportation and labor necessary thereto, and to complete the Scope of Services in full and complete satisfaction of the OWNER at the prices listed hereafter.

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME:

\_\_\_\_\_

**Proposed subcontractor(s) if any will be used:**

List name, address and type of work and extent of work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Documents:**

- \_\_\_ Completed BID FORM for quote
- \_\_\_ Reference page with 3 references
- \_\_\_ Proof of insurance
- \_\_\_ Evidence of similar size contracts