



Town of Eustis Maine

Request for Bid/Proposal

Building of a Bathroom at The Transfer Station

Advertised and Proposal Due by:

May 27, 2025, to June 24, 2025 @ 6:00 PM

Rachel Williams Admin Assistant

88 Main Street Stratton ME 04982

Town of Eustis

INVITATION TO BID

Transfer Station Bathroom

The Town of Eustis is requesting bids for Building of a bathroom for the Transfer Station Stratton Maine. Specifications may be obtained at the Town Office, 88 Main Street, Stratton Maine 04982, during regular business hours by emailing eustisclerk@eustismaine.org or calling 207-246-4401

Bids must be submitted in a sealed envelope clearly marked on the exterior, "Transfer Station Bathroom" to the Admin Assistant, Rachel Williams by 12:00 p.m. on Tuesday June 24, 2025. The Select Board will open and read the bids at 6:00 p.m., Tuesday June 24, 2025, at the Town Office 88 Main Street Stratton. The Town reserves the right to accept or reject any or all proposals.

Town of Eustis

Transfer Station Bathroom

TABLE OF CONTENTS

Title Page	1
Table of Contents	3
General Information Form	4
Introduction	5
General Information	5
Scope of Work	5
Bid Proposal Content	5-6
Optional or Additional Bid Content	6-7
Optional Pre-Proposal Site Visit	7
Review of Proposals	7
Submission of Proposals	7
Attachment A Sample Contract	8-110
Attachment B Proposal Form	12
Attachment C Optional or Additional Content Bid Form	13

GENERAL INFORMATION

QUESTIONS: All inquiries for information and all communication regarding this solicitation should be directed to: Rachel Williams Admin Assistant 207-246-4401 or emailed to eustisclerk@eustismaine.org.

DUE DATE: Sealed proposals will be opened at the Eustis Select Board meeting being held on June 24, 2025, at 6:00 PM. Failure to submit proposals to the town office by the designated due date (06/24/25) and hour (12:00PM) will result in disqualification. Proposals will be reviewed that evening by the Select Board and discussion with a possible award will occur that evening.

ADDRESS: Proposals should be mailed to TOWN OF EUSTIS P.O. Box 350 Stratton, ME 04982 or hand delivered to the Town Office at 88 Main Street Stratton ME 04982. Office hours are Monday – Thursday 8:00 am – 3:00 pm and Fridays 8:00 am – 12:00 pm. Such bid proposal shall be marked Transfer Station Attn: Select Board.

COMPANY INFORMATION/SIGNATURE

Full Legal Name (print)	Federal Taxpayer Number ID#
Business Name / DBA Name / TA Name	Payment Address/PO Address:
Address:	
Contact Name/Title:	Telephone Number:
Signature	Email Address:
	Fax Number:

1. INTRODUCTION

The Town of Eustis (hereinafter referred to as "Town") is seeking proposals for A bathroom at the Transfer Station 6 Transfer Station Rd Coplin. This proposal is for the Deck and Stairs to be removed, and the new building constructed. The contractor responsible for supplying all labor, equipment, and supervision to complete the work listed under "Scope of Work" in this document. A sample contract that the Town intends to use is located as part of this packet.

2. GENERAL INFORMATION

The Town of Eustis is looking to add a bathroom to the transfer station. This will add another layer of protection to our transfer station attendants.

Bidders are encouraged to go to the Transfer Station to look at the project.

3. SCOPE OF WORK

- Mobilization of equipment and Personnel to work site.
- The contractor shall be responsible for the safety of its personnel, equipment, and any subcontractors under its supervision.
- The contractor shall provide sufficient personnel, supplies, and equipment to complete the scope of services for this project.
- The old deck, stairs, and outhouse will be removed
- 6' x 6' insulated bathroom constructed with – (2) 11' pressure treated wood walls on a concrete slab footing and slab. 16" rafters with 2" x 6" framing, Match pitch roof with existing building & T1-11 on the exterior walls.
- Overhead lighting and 1 outlet
- 2" x 8" Flooring Joists
- Sink, toilet, eye wash station & emergency shower combo, & flooring and drainage to accommodate that.
- Trench & Drainpipe from new building to holding tank under the old outhouse

4. BID PROPOSAL CONTENT

Proposals must address the following items:

- a) General Information Form
 - i. The return of the general information formed signed and completes as required.

- b) Qualifications and Experience
 - i. Including Experience relative to the work being performed, financial capacity and stability, and current project workload.
- c) Personnel and Equipment
 - i. Including, but not limited to, information on the personnel and equipment the contractor plans to use to perform the work required, including the number and experience of employees, and number, age, and condition of equipment.
- d) Proof of Insurance
 - i. Contractor agrees to carry, at their own expense, and will provide proof of the following types of insurance:
 - 1) Worker's Compensation or registered as a general contractor with the state.
 - 2) General Liability Insurance
 - a. Personal injury Insurance with limits of not less than \$500,000/\$1M
 - b. Property injury insurance with limits of not less than \$500,000

The contractor agrees to include the Town of Eustis as an additional named insured on both the general and vehicle liability policies. All insurance premiums shall be paid by the Contractor and shall be without cost to the Town, and all insurance shall be kept within full force and effect. The contractor shall furnish to the Town, certificates evidence of all insurance required under this contract with both the Contractor and the Town named as loss payees, and a provision that the insurance is non-cancelable except upon ten (10) days written notice to the Town.

- e) Work Plans and Schedules
 - i. Including, but not limited to, a detailed description of how the contractor will accomplish the work required.
Including, but not limited to, a detailed description of availability once given notice to proceed, hours and days of operation and duration of work. (anticipated end date).

Cost of Services
 - ii. Including, but not limited to, a breakdown of charges for the project.

5. OPTIONAL OR ADDITIONAL BID CONTENT

Due to a contractor's professional experience, other options or contract considerations may be evident to them once a review of the site is completed. The Town is offering an opportunity for bidders to provide additional bid content to accommodate the contractor's Considerations. The optional or additional bid content must still contain the requirements in Section 4- Required Bid Content.

6. OPTIONAL PRE-PROPOSAL SITE VISIT

Pre-proposal sit visits are encouraged, however optional. All visits to the site will be coordinated by Rachel Williams Admin Assistant at 207-246-4401 or Anthony Lojas at the Transfer Station.

7. REVIEW OF PROPOSALS

The proposal will be opened and read publicly at the Select Board meeting held on May 27, 2025, at 6:00 PM. The proposals will be reviewed and evaluated by the Eustis Select Board and an award may be given that evening based on the following criteria:

- i. Qualifications and Experience
- ii. Personnel and Equipment
- iii. Work Plans and Schedules
- iv. Costs of Services
- v. Reviewer's Intuition

The Eustis Select Board retain the right to accept or reject any submitted proposal.

8. SUBMISSION OF PROPOSALS

Proposals must be submitted by May 27, 2025, at 6:00 PM at the Eustis Town Office, 88 Main Street, Stratton, ME. Such Proposals must be marked Transfer Station Bathroom- Attn Rachel Williams Admin Assistant.

The Town reserves the right to reject any and all proposals, to negotiate elements of the proposal, and to enter into a contract for services that it feels is in the best interest of the Town.

Copies of the Request for Proposals and related documents may be obtained at the Eustis Town Office or by visiting the website at <https://www.eustismaine.org>

I. PARTIES

This contract (hereinafter referred to as "Agreement" is made and entered into on this _____ day of _____, 2025, by and between the Inhabitants of the Town of Eustis with a mailing address of PO Box 350 Stratton, ME 04982, (hereinafter referred to as "Town"); and _____ with a mailing address of _____ (hereinafter referred to as "Contractor"). In consideration of the mutual promises contained herein, The Contractor agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set for herein, the Contractor shall perform services as outlined in a request for proposal dated May 27, 2025

III. COMMENCEMENT AND COMPLETION

The Contractor will commence work on or before _____, 2025 and will complete the work on or before _____, 2025

IV. PAYMENT TERMS

The Contractor shall submit an invoice upon completion of the scope of work as described. The Contractor understands that the payment for completion of the services outlined in Section II shall not exceed \$_____ dollars. A deposit Payment of _____% of the BID for a total deposit of \$_____ shall be paid on the closest Select Board Meeting after the contract is signed

V. TERMINATION

Either party may terminate this agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Contractor fourteen (14) days' notice and compensating the Contractor equitable to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Courts of Franklin County. This Agreement shall be governed by Maine Law.

VII. QUALIFICATIONS

The Contractor represents it holds and will continue to hold during the term hereof any and all qualifications, licenses, and certifications required to perform its services in Maine. The Contractor shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Contractor shall be fully responsible to the Town for the acts and omissions of any subcontractors and of persons either directly or indirectly employed by it and shall hold subcontractors to the same terms and conditions as Contractor is held under this Agreement. No subcontractor shall be retained on this Agreement without the Specific prior written approval of the Town.

IX. INSURANCE

The Contractor shall purchase and maintain Worker's Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms satisfactory to the Town. The Town shall be named as an additional insured in the liability policy.

X. INDEMNIFICATION

The Contractor will indemnify and hold harmless the Town, it's officers, agents and employees from and against all claims, damages, loses, and expenses including

attorney's fees arising out of or resulting from the performance of the Agreement by the Contractor, Its officials, employees, agents, and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire Agreement between the parties. Prior discussions or verbal representation by the parties that are not contained in this Agreement and its attachments are not part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachments, the provisions of this Agreement shall control.

Date: _____

Date: _____
Municipal Official

Attachment B: Proposal Form

Town of Eustis

Transfer Station Bathroom

To facilitate comparison of competing proposals, the town of Eustis respectfully requests that applicants to complete the following form. Please feel free to attach an additional sheet where the information requested is more extensive than the space provided.

QUALIFICATIONS AND EXPERIENCE

PERSONNEL AND EQUIPMENT

WORK PLANS AND SCHEDULES

COST OF SERVICES FOR PROJECT:
