

# City of Auburn

*"Maine's City of Opportunity"*

Financial Services



June 3, 2013

Dear Bidder:

The City of Auburn is accepting written proposals for the City of Auburn's **Inspection Services for the Auburn Industrial Subdivision**. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposal when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"Inspection Services for the Auburn Industrial Subdivision Bid #2013-034"**.

Project Plans and Specifications will be available beginning on Monday, July 1st, 2013. Documents can be obtained electronically on the City of Auburn's website.

<http://www.auburnmaine.gov/Pages/Government/Bid-Notices>

Questions regarding this Request for Proposals should be directed to Dan Goyette, City Engineer, at [dgoyette@auburnmaine.gov](mailto:dgoyette@auburnmaine.gov). All interested parties should confirm their intention to submit a proposal in writing two business days prior to bid opening.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Tuesday, July 23rd, 2013.** Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals will be opened at 2:00 p.m. on that date.

Sincerely,

Derek Boulanger  
Facilities Manager/Purchasing Agent

## CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
10. Please state "**Inspection Services for the Auburn Industrial Subdivision Bid #2013-034**". " on submitted, sealed envelope.
11. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

## **GENERAL CONDITIONS**

### 1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### 2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

### 3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### 4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

**BID PROPOSAL FORM**

Due: Tuesday, July 23rd, 2013

To: City of Auburn  
Derek Boulanger  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

STATE OF MAINE  
\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally appeared and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public \_\_\_\_\_

Print Name \_\_\_\_\_

Commission Expires \_\_\_\_\_

## **Inspection Services for the Auburn Industrial Subdivision**

The City of Auburn is currently advertising the construction work for the Auburn Industrial Park Subdivision Project. This Project is Subject to Federal EDA (Economic Development Administration) requirements. Due to the limited availability of City staff, the City is requesting proposals for Resident Project Inspection services from a number of firms.

At a minimum, the services to be provided will include:

- A. Full time Resident Project Inspection (RPI) services.
- B. RPI to attend weekly construction meetings.
- C. Maintain project records in conformance with the Federal EDA requirements including a project diary and quantities book.
- D. Review all contractors pay requests.
- E. Conduct pre-construction meeting.
- F. Certify payrolls and conduct interviews to insure compliance with Federal Wage rate requirements.
- G. A copy of your employee's - NETTCP Paving Inspectors Certification or how your firm will meet this requirement, as well as how your firm will conduct testing for conformance with plans and specifications.
- H. Anticipated Fee and Hourly Rates. Fee should be based upon duration of 9 months.

Inspection Services Proposer Information:

Contact Information: Please provide the name, address, phone number, FAX number, and e-mail address of Proposer contained in a cover letter. A signature page must be included with the technical proposals stating that "I certify that all of the information contained in this technical proposal to be true and accurate".

Proposer Capabilities: Please describe the Proposer's experience and capabilities providing similar services to those required. Identify projects, clients, dates, and results.

Staff Qualifications: Please identify the key staff your company will assign to fulfill the contract requirements (Contract Managers, contact people, or assigned technicians). Provide resumes describing the educational and work experiences for those key staff.

Proposer References: Please provide a list of 3 clients with whom the company has done business similar to that required in this solicitation in the last 5 years. Include points of contact (person's name, company name, address, and telephone number) and a brief description of the project. If contacted, all references must verify that a high level of satisfaction was provided. The City will determine which, if any, references are contacted.