



# City of Caribou, Maine

Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org

## Request for Proposals (RFP) On-Call Debris Removal and Blight Remediation Services

**Issue Date:** May 4<sup>th</sup> 2026

**Proposal Due Date:** May 28th at 2:00 pm

**Contract Term:** Two (2) Years (Optional 1-year extension)

### 1. Submission Disclosure & Instructions

Sealed bid proposals will be accepted in the Office of the City Manager (25 High Street, Caribou, Maine) on or before May 28th at 2:00 pm. Sealed bid proposals must be physically received in the Office of the City Manager by this date and time. Bidders assume the risk of any failed or undelivered bid proposals. No electronic bid submissions will be accepted.

The City of Caribou reserves the right to accept or reject any and all bid proposals in its sole discretion.

### 2. Project Overview

The City of Caribou Code Enforcement Department is seeking proposals from qualified environmental services or property maintenance companies to provide "as-needed" debris removal and cleanup services. The City intends to establish a two-year contract with a preferred vendor to address properties in violation of municipal solid waste and blight ordinances.

**Key Objective:** To have a reliable contractor on standby to perform cleanups on private property following the issuance of legal notices or summary abatement orders.

### 3. Scope of Work

The selected contractor shall provide all labor, equipment, transportation, and disposal fees for the following tasks:

- Debris Removal: Loading and hauling of general household trash, furniture, tires, scrap metal, and miscellaneous "junk" from residential and commercial lots.
- Hazardous Materials: Identification and proper handling of common household hazardous waste (paints, oils, batteries) if encountered.
- Site Restoration: Leaving the property in a "rake-clean" condition following the removal of bulk items.
- Documentation: Providing "Before" and "After" digital photographs of every job site and certified weight tickets from an approved disposal facility.

### 4. Contract Structure (On-Call Basis)

- No Retainer: This is a zero-dollar base contract. The City makes no guarantee of a minimum volume of work.
- Work Orders: When a need arises, the Code Enforcement Officer will issue a "Notice to Proceed" for a specific address.



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- Response Time: The contractor must be able to commence work within 5-7 business days of receiving a work order.
- Payment: Compensation will be based on the pre-approved fee schedule (see Section 6) and processed only upon completion of a specific job.

## 5. Submission Requirements

Interested parties must submit the following in a sealed envelope marked "**RFP: On-Call Debris Removal**":

- **Company Profile:** Experience with municipal or commercial cleanup.
- **Equipment List:** Summary of trucks, trailers, and heavy machinery available.
- **Proof of Insurance:** Minimum \$1,000,000 General Liability and Workers' Compensation.
- **Disposal Plan:** Confirmation of where materials will be legally disposed of (e.g., Tri-Community Landfill).

## 6. Pricing Schedule (To be filled out by Proposer)

To allow for varied job sizes, please provide unit pricing for the following:

Item Description	Unit	Proposed Rate
<b>Mobilization Fee</b> (Per Site)	Each	\$
<b>Labor Rate</b> (Per Man-Hour)	Hour	\$
<b>Dump Trailer/Truck</b> (Inc. Driver)	Hour	\$
<b>Disposal Fee Markup</b>	% over cost	%
<b>Tire Removal</b> (Passenger/Light Truck)	Per unit	\$
<b>Appliance/White Goods</b> (With Freon)	Per unit	\$

## 7. Evaluation Criteria

Proposals will be evaluated based on:

- Reasonableness of unit pricing.
- The contractor's ability to respond quickly to City requests.
- Reliability and references from similar past work.
- Safety record and insurance compliance.