

Town of Pound Ridge



REQUEST FOR QUOTES (RFQ)

CLEAN-UP AND JUNK REMOVAL SERVICES

Property Address: 22 Sherwood Road, Pound Ridge, NY 10576

DATE ISSUED: June 3, 2025

SUBMISSIONS DUE: July 8, 2025

PURPOSE

The Town of Pound Ridge is soliciting competitive quotes from qualified contractors for clean-up and junk removal services at 22 Sherwood Road, a private property that is currently in violation of the Town Code. This effort is to remedy public health and safety issues, improve neighborhood conditions, and return the property to compliance.

SCOPE OF WORK

The contractor will be responsible for the following:

- Removing litter as defined in Town Code § 72-2:
 - (1) *Garbage, refuse and rubbish.*
 - (2) *All waste materials customarily handled and collected by refuse collectors or junk dealers.*
 - (3) *Items known as "junk," regardless of size, discarded or abandoned by reason of obsolescence, age or state of repair or intended to be discarded, abandoned or junked, including but not limited to discarded household furnishings and appliances, crates, boxes, cartons, building materials, vehicles, machines, farm equipment, parts of vehicles or machines or equipment*
 - (4) *Signs, handbills, discarded reading material, newspapers, magazines and similar paper goods.*
 - (5) *Cans, containers, boxes, cartons and wrappers, with or without the contents.*
 - (6) *Leaves, branches, shrubs, brush, grass clippings, roots and other decomposable botanical matter not originating from the property, and earth or fill (other than that used as grading material on the property) and rocks, brick and all other various types of construction materials.*
- Removing at least twelve (12) derelict unlicensed vehicles in accordance with Town Code § 72-15; i.e., in a manner *"in addition to and not in substitution of the remedies available to the Town under any state or local law empowering the Town to remove and dispose of such vehicles"*
- Disposing of all materials at appropriate licensed facilities
- Submitting dump receipts
- Submitting "after" photos or requesting a visual inspection upon completion
- Providing all necessary permits, labor, trucks, equipment, and tools
- Managing hazardous materials (if applicable) following legal disposal protocols

**A MANDATORY SITE WALKTHROUGH WILL BE HELD ON THURSDAY, JUNE 26, 2025 AT 1:00 PM.
BIDDERS MUST ATTEND IN ORDER TO SUBMIT A QUOTE.**

MINIMUM QUALIFICATIONS

- Minimum of three (3) years in the junk removal business or equivalent principal experience
- No recent code violations in Westchester County
- Capacity to complete work promptly
- Knowledge of safe disposal of hazardous materials

INSURANCE REQUIREMENTS

- General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
- Umbrella Liability: \$1,000,000
- Automobile Liability: \$1,000,000 per accident
- Workers Compensation with Waiver of Subrogation
- Policy endorsement naming the Town of Pound Ridge as an additional insured on a primary, non- contributory basis

SELECTION CRITERIA

- Cost competitiveness (50%)
- Contractor experience and qualifications (20%)
- Capacity and equipment (15%)
- Project approach and understanding (15%)

The Town reserves the right to select multiple vendors or none. Selected contractors may be placed on a roster for future on-call services.

SUBMISSION INSTRUCTIONS

- Submissions must include the following:
 1. completed questionnaire
 2. signed non-collusion statement
 3. certificate of insurance naming the Town of Pound Ridge as an additional insured
- Submit one (1) electronic copy with the subject line "RFQ – Clean-Up and Junk Removal Services" to townclerk@townofpoundridge.com
- Submit one (1) hard copy clearly marked "RFQ – Clean-Up and Junk Removal Services" to the following address:

Erin Trostle, Town Clerk
179 Westchester Avenue
Pound Ridge, NY 10576
- Submission deadline is **4:30pm on July 8, 2025.**

QUESTIONS

Please submit any questions via email no later than July 1, 2025 to townclerk@townofpoundridge.com). Any responses will be provided in the form of an addendum sent to all bidders.