

Request for Proposals

Winter Plowing Services

for

Northern Maine Development Commission

October 30, 2017

OVERVIEW

Northern Maine Development Commission (NMDC) is soliciting winter plowing service proposals for the winter of 2017/2018. The selected Proposer would be responsible for all services associated with winter parking lot maintenance for the office building located at 11 West Presque Isle Road in Caribou, ME beginning November 27, 2017 and ending October 31st, 2018. The Proposer would then be expected to execute an agreement for that timeframe with NMDC under the terms outlined in their proposal.

SCOPE OF SERVICES

When compiling proposals, the following is the Scope of Services expected to be provided:

- Plowing of entire paved parking lot area
- Plowing under carport area beside building
- Plowing of walkway area to back entrance
- Sanding of plowed areas, using product no larger than 3/8", with salt mixed in
- Must provide own equipment, labor, and materials

NMDC staff will perform all shoveling and sanding of steps and doorways, thus there is no need for proposals to include costs for those services.

Additionally, maintenance during weekdays would need to be completed prior to the office opening at 8 AM, and during heavy storms, again at midday. Weekend maintenance may be completed at any time, so long as the parking lot and building remain accessible.

REQUIRED DOCUMENTS

To constitute a complete proposal, the following documents must be submitted:

- Cost Proposal Sheet (attached)
- Reference Form (attached)
- Point of Contact Form (attached)
- Brief description of the individual/company and experience providing these services
- Proof of Liability Insurance

SELECTION CRITERIA

Proposals will be reviewed by the administrative staff at NMDC using the following criteria:

- Completeness of proposal, following the "Required Documents" bullets listed above
- Experience and ability to perform services required
- Cost
- Reference Check

SITE INSPECTION

Anyone wishing to meet with a member of NMDC's administrative staff to review the areas described to better judge the scope of work involved prior to submitting a proposal may do so. It is requested that you please arrange a time to come in beforehand by calling the NMDC Office at (207) 498-8736.

PROPOSAL SCHEDULE

<i>Advertisement for Proposals</i>	Week of November 6, 2017
<i>Proposals Due In-Hand to NMDC</i>	November 21, 2017 by 2:00 PM
<i>Proposal Opening</i>	November 21, 2017 at 2:00 PM
<i>Notification of Results</i>	November 22, 2017
<i>Agreement Begins</i>	November 27, 2017

NMDC CONTACT

Inquiries regarding this proposal and award should be submitted to Matt Tompkins via email at mtompkins@nmdc.org or by written letter delivered to PO Box 779 Caribou, ME 04736.

PROPOSAL SUBMISSION

Proposals submitted to NMDC should be done in a **sealed** 8 ½" x 11" mailing envelope and are to either be dropped off in-person at the NMDC Office located at 11 West Presque Isle Road in Caribou, Maine or mailed to the following address:

Attn: Matt Tompkins
Northern Maine Development Commission
PO Box 779
Caribou, ME 04736

All envelopes should include "**Winter Plowing Proposal**" written in the bottom left corner to ensure they are not accidentally opened. Failure to do so will result in any proposals without the proper notation that are accidentally opened being dismissed from consideration.

It is the responsibility of the Proposer to ensure any submissions reach NMDC prior to 2 PM on November 21st to ensure consideration. Proposals that are attempted to be dropped off after 2 PM will not be accepted, and any received by mail will be returned, unopened, to sender with the date and time of receipt marked on the outside of the envelope.

NMDC is not at fault and will not consider any bids delivered by carrier after the stated deadline.

LEGAL

NMDC reserves the right to reject any and all proposals and instead continue with the current provider under their current terms if no reviewed proposals are deemed better than current offerings by the administrative staff conducting the review. In submitting a proposal, the Proposer agrees to enter into an agreement with NMDC for the services outlined in the proposal if selected.

COST PROPOSAL SHEET

Please Type in All Fields

Cost of Plowing, Per Trip: \$ _____

Cost of Sanding, Per Trip: \$ _____

Total Proposed Cost, Per Trip (Plowing + Sanding): \$ _____

By signing below, I affirm that the prices listed above are what will be charged to NMDC for the winter maintenance services requested as outlined in this proposal for the period beginning November 27th, 2017 and ending October 31st, 2018. In the event of a successful proposal, these are the prices which will be carried over and reflected on a contract for the stated period. Any deviation from these prices at the contract stage will result in this proposal being considered null and void, releasing NMDC to execute a contract with another contractor for the services requested.

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

POINT OF CONTACT INFORMATION FORM

Please Type in All Fields

BASIC INFORMATION

NAME: _____

COMPANY: _____

CONTACT INFORMATION

MAILING ADDRESS: _____

TOWN: _____ STATE: _____ ZIP CODE: _____

OFFICE PHONE: _____ EMAIL: _____

CELL PHONE: _____

REFERENCE FORM

Please Type in All Fields Not Requiring a Signature

REFERENCE #1: _____

CONTACT PERSON: _____ **CONTACT TITLE:** _____

PHONE: _____ **EMAIL:** _____

REFERENCE #2: _____

CONTACT PERSON: _____ **CONTACT TITLE:** _____

PHONE: _____ **EMAIL:** _____

REFERENCE #3: _____

CONTACT PERSON: _____ **CONTACT TITLE:** _____

PHONE: _____ **EMAIL:** _____

By signing below, our Company acknowledges that any or all of the references listed above may be contacted in order to gain understanding of the Company and all aspects of their relationship with each reference, including costs, service satisfaction, and overall satisfaction in working with the Company.

AUTHORIZED SIGNATURE

DATE

PRINTED NAME