

Request for Proposals

Lawn Care Services

for

Northern Maine Development Commission

April 10, 2018

OVERVIEW

Northern Maine Development Commission (NMDC) is soliciting lawn care service proposals for the 2018 season. The selected Contractor will be responsible for all services associated with lawn care maintenance for the grounds located at 11 West Presque Isle Road in Caribou, ME beginning May 1, 2018 and ending November 30, 2018. The Contractor is 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:

- Spring Clean-up
 - Removal of Dirt & Debris from Parking Lot/Paved Areas
 - Mulching Trees & Garden
 - Removal of Dirt & Debris from Lawn
- Spring Weed Treatment
- Weekly Lawn Mowing & Trimming
 - Paved Areas Cleaned of All Grass & Debris
- Must Provide Own Equipment, Labor, Materials, Safety Devices, and Chemicals

CHEMICAL APPLICATION & LICENSING

Due to the chemicals used in weed treatment, selected contractor is expected to know and follow all laws and regulations regarding their use. This includes possessing a valid Commercial Master Applicator License by the Maine Department of Agriculture Board of Pesticides Control in accordance with Title 22 M.R.S.A. 258-A.

SUBCONTRACTING

Selected Contractor may subcontract only the “Spring Weed Treatment” portion of the work, and only for the price listed on their Cost Proposal Sheet. Any costs over and above those listed on the Cost Proposal Sheet are at the expense of the Contractor and will not be reimbursed by NMDC unless agreed upon in writing beforehand. All costs incurred outside those listed on the Cost Proposal Sheet without NMDC’s prior written approval are at the Contractor’s own expense and will be paid by the Contractor without reimbursement.

If a subcontractor is to be used for Spring Weed Treatment, it should be indicated in the same letter describing the Contractor and include an additional description of the individual/company who will be the Subcontractor, and their experience in performing those services.

No other portions of this contract may be subcontracted out – Contractor is expected to provide their own labor and equipment in fulfillment of all other work. A breach of this clause is subject to rendering the contract null and void, releasing NMDC to contract with another company to perform the services for the remaining contract period.

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 with a limit of at least \$1,000,000 (one-million dollars)
- Copy of Valid Commercial Master Applicator License (even if Subcontracting)

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 or by emailing Matthew Tompkins at mtompkins@nmdc.org.

PROPOSAL SCHEDULE

<i>Advertisement for Proposals</i>	Week of April 16, 2018
<i>Proposals Due In-Hand to NMDC</i>	April 27, 2018 at 3:00 PM
<i>Proposal Opening</i>	April 27, 2018 at 3:00 PM
<i>Notification of Results</i>	April 30, 2018
<i>Agreement Begins</i>	May 1, 2018

NMDC CONTACT

Inquiries regarding this proposal and award should be submitted to Matthew 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: Matthew Tompkins
Northern Maine Development Commission
PO Box 779
Caribou, ME 04736

All envelopes should include **“Lawn Care 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 3:00 PM on April 27th to ensure consideration. Proposals that are attempted to be dropped off after 3:00 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 negotiate directly with a provider if no reviewed proposals are deemed better than what administrative staff conducting the review feel can be obtained through negotiation. In submitting a proposal, the Proposer agrees to enter into an agreement with NMDC for the services and timeframe outlined in the proposal if selected.

COST PROPOSAL SHEET

Please Type in All Fields

Cost Per Weekly Mowing: \$ _____

Cost of Annual Spring Cleaning: \$ _____

Cost of Annual Weed Treatment Application: \$ _____

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 May 1, 2018 and ending November 30, 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: _____

ONLINE INFORMATION

COMPANY WEBSITE: _____

COMPANY FACEBOOK PAGE: _____

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 an 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

TITLE

PRINTED NAME

DATE