

# **Request for Proposals**

## **Lawn Care Services**

**for**

**Northern Maine Development Commission**

**March 9, 2021**

## **OVERVIEW**

Northern Maine Development Commission (NMDC) is soliciting lawn care service proposals for the 2021 and 2022 seasons. 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, 2021 and ending November 30, 2022. 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) 493-5752 or by emailing Judy Dinsmore at [jdinsmore@nmdc.org](mailto:jdinsmore@nmdc.org).

## PROPOSAL SCHEDULE

<i>Advertisement for Proposals</i>	Week of April 5, 2012
<i>Proposals Due In-Hand to NMDC</i>	April 23, 2021 at 3:00 PM
<i>Proposal Opening</i>	April 23, 2021 at 3:00 PM
<i>Notification of Results</i>	April 27, 2021
<i>Agreement Begins</i>	May 1, 2021

## NMDC CONTACT

Inquiries regarding this proposal and award should be submitted to Judy Dinsmore via email at [jdinsmore@nmdc.org](mailto:jdinsmore@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: Judy Dinsmore  
Northern Maine Development Commission  
PO Box 779  
Caribou, ME 04736

Proposals submitted via e-mail will be accepted.

It is the responsibility of the Proposer to ensure any submissions reach NMDC prior to 3:00 PM on April 23<sup>rd</sup> 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 summer maintenance services requested as outlined in this proposal for the period beginning May 1, 2021 and ending November 30, 2022. 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**