



Wabanaki Public
Health & Wellness

REQUEST FOR PROPOSAL (RFP)
Millinocket Summer/Winter Maintenance

Wabanaki Public Health & Wellness

16 Central St

Bangor, Maine 04401

Jperry@wabanakiphw.org

RFP ID: RFP 24-002

Date: 05/23/2024

REQUEST FOR PROPOSAL
Summer/Winter Maintenance
Millinocket - Maine
RFP ID: 24-002
PROPOSAL SUBMISSION DEADLINE: 06/03/2024

QUESTION SUBMISSION DEADLINE: 05/30/2024

Questions and requests for site visits may be submitted to:

Contact Name: Tom Martin
Contact Address: 16 Central Street
Bangor, Maine 04401
Telephone Number: (207) 692-6837
Email Address: tmartin@wabanakiphw.org

INTRODUCTION

Wabanaki Public Health & Wellness invites and welcomes proposals for summer and/or winter maintenance projects. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Firms can bid on both the Summer and Winter maintenance as a whole package or can bid on separately. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at:

39-41 Penobscot Avenue, Millinocket, ME 04462 (Healing Home)
57 Penobscot Avenue, Millinocket, ME 04462 (Healing Lodge)
40 Oxford Street, Millinocket, ME 04462 (Old VFW)
51 Rice Farm Road, Millinocket, ME 04462 (Gathering Place)

PROJECT CONTACT INFORMATION

The following individuals are the assigned contacts for the following:

For questions or information regarding Bid submission, contractual needs, invoicing, or payments contact:

Name: Jude Perry
Title: Financial Operations Coordinator
Email: Jperry@wabanakiphw.org

PROJECT OBJECTIVE

The objective of this request for proposal is to secure a seasonal lump sum contract that provides appropriate detail for WPHW's facility grounds.

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PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification is:

SUMMER MAINTENANCE

Mowing and Trimming Services:

The Contractor agrees to provide mowing and trimming services at the following properties:

- The Gathering Place
- Healing Lodge
- Healing Home
- VFW Building

The services will be provided weekly, including mowing and trimming grass and vegetation to maintain a neat and tidy appearance.

Bush Hogging Services:

Bush hogging of the field at The Gathering Place will be performed three times a year, specifically in June, July, and August.

WINTER MAINTENANCE

Plowing and Sanding Services:

Plowing and sanding services will be provided at the following locations:

- The Gathering Place
- Healing Lodge
- Healing Home
- VFW Building

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

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- Contract Term for Summer Maintenance will be 05/01/2024 through to 09/30/2024.
- Contract Term for Winter Maintenance will be 10/01/2024 through to 04/30/2025.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Wabanaki Public Health & Wellness shall award the contract to the proposal that best accommodates the various project requirements. Wabanaki Public Health & Wellness reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Wabanaki Public Health & Wellness no later than 5:00pm EST on 06/03/2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Wabanaki Public Health & Wellness reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)

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4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Maine (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Proof of Liability Insurance.

Financial Information

- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

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BID TAB

Base Bid: RFP #24-002 Millinocket, ME

Contractor Name: _____

Date: _____

Signature of Bidder: _____

Due Date: 06/3/2024 by the end of the day

Bids will NOT be opened and read aloud. Please submit bids via email to contracts@wabanakiphw.org or by mail to PO Box 1356, Bangor, ME 04402. The project bid is to be reviewed and awarded within three weeks, and the awarded bidder can start work immediately upon contract execution.

<i>Item/Service Description</i>	<i>Amount</i>	<i>Unit</i>	<i>Price Per</i>	<i>Total</i>
1. Mowing and Trimming Services	1	LS		
2. Bush Hogging Services (Once a month for June, July, and August)	1	LS		
3. Additional Bush hogging per request	1	LS		
4. Plowing Services	1	LS		
5. Sanding per request	1	LS		
Please write your total out in words: _____		Grand Total	\$	