



Cultivating the Health of Our Communities

Wabanaki Public Health & Wellness

(For Advertisement)

RFP #:2026-F02 IFQ Winter Grounds Maintenance 2026/27 Season - Millinocket Region

Date: September 14, 2026

Invitation for Quote

Dear Recipient,

Wabanaki Public Health and Wellness (WPHW) would like to extend this Invitation for Proposal (IFP) to your firm and is seeking quotes for:

Winter Grounds Maintenance Program 2026/27 Season-Millinocket Region

You will find the details of the requested services attached to this document and on our website, [Procurement | Wabanaki Public Health and Wellness \(wabanakiphw.org\)](https://www.wabanakiphw.org). Contractors are welcome to view the property or call and ask questions. Please schedule at time to allow for that. If you prefer a site walk thru, please contact Thomas Martin at tmartin@wabanakiphw.org to set up a meeting.

WPHW will receive Quotes at 6 Central Street, Bangor, Maine 04401, or via email at accounting@wabanakiphw.org by the end of day on **9/25/2026**. Bids not received by WPHW by the indicated deadline will not be opened nor considered.

Bids will NOT be opened publicly. But will be opened by the Contracts team and evaluated thereafter.

WPHW requires the project to be completed as written into the contract and as the duration stated in the contract.

Sincerely,

Wabanaki Public Health and Wellness

accounting@wabanakiphw.org

Wabanaki Public Health and Wellness

6 Central Street

P.O. Box 1356

Bangor, ME 04401

Thomas Martin

Director of Facilities, Fleet & Security

tmartin@wabanakiphw.org

207-692-6837



Cultivating the Health of Our Communities

Wabanaki Public
Health & Wellness

(For Website)

INVITATION FOR QUOTE
Winter Grounds Maintenance 2026/27 Season
Millinocket Region

Wabanaki Public Health & Wellness
6 Central St
Bangor, Maine 04401
accounting@wabanakiphw.org

RFP 2026-F02 Winter Maintenance
Date: 9/14/2026

The following narrative identifies project details and the scope of work for RFP 2026-F01.

Project: Winter Grounds Maintenance Program 2026 Season

Address: 41 & 57 Penobscot Avenue, Millinocket

51 Rice Farm Road, Millinocket

40 Oxford Street, Millinocket

Owner: Wabanaki Public Health & Wellness, 6 Central Street, Bangor, ME 04401

Description of the Project: **Perform Winter Maintenance Services**

Below is a categorical breakdown of all the requested work elements. Please fill out and submit the bid tab below. In addition, please see the supplemental documents, which may contain the current design and layout of the property. Please see the plans/Specifications provided for reference.

Disclaimer: The contractor will be responsible for providing all materials specified in the attached bid unless otherwise noted.

Project Overview:

1) Winter Maintenance

- a) **Plow and Sand all facilities listed as described in Section C. Project Scope of work from November 1st to April 31st.**

QUESTION SUBMISSION DEADLINE: 9/22/26 by 4 pm

PROPOSAL SUBMISSION DEADLINE: 9/25/26 by 4 pm

Questions may be submitted in written/email form to:

Contact Name: Thomas Martin
Contact Address: 6 Central Street
Bangor, Maine 04401
Telephone Number: 207-692-6837
Email Address: tmartin@wabanakiphw.org

A. ORGANIZATIONAL BACKGROUND

Established in 1996, Wabanaki Public Health and Wellness has been dedicated to community-based prevention work to respond to the unmet health needs within and across Wabanaki communities. Wabanaki Public Health and Wellness serves the Wabanaki tribes of Maine: Mi'kmaq Nation, Houlton Band of Maliseet Indians, Passamaquoddy at Pleasant Point, Passamaquoddy at Indian Township, and Penobscot Nation. Our mission is to provide community-driven, culturally centered public health and social services to all Wabanaki communities and people while honoring Wabanaki cultural knowledge, cultivating innovation, and fostering collaboration. Wabanaki Public Health and Wellness' values include inclusivity, balance, and cultural centeredness. Wabanaki traditions, language, and culture guide our approach and describe the ways we live in harmony with each other and the land we collectively share.

INTRODUCTION

Wabanaki Public Health & Wellness invites and welcomes proposals for **Winter Maintenance – Millinocket Properties**. 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."

B. PROJECT BACKGROUND

PROJECT OBJECTIVE

The objective is to provide **Winter Grounds maintenance services** to the properties listed in the Project Location and Scope of services section.

PROJECT LOCATIONS

41 Penobscot Avenue, Millinocket
57 Penobscot Avenue, Millinocket
40 Oxford Street, Millinocket
51 Rice Farm Road, Millinocket

PROJECT CONTACT INFORMATION

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

Name: Tom Martin
Title: Director of Facilities, Innovation & Support
Email: tmartin@wabanakiphw.org

C. PROJECT SCOPE AND SPECIFICATIONS:

- I. 41 Penobscot Avenue: This property shares a parking lot with 57 Penobscot Avenue. Push all snow to the back near the fence. Backdrag snow away from ramp and stairs to lower apartment.
- II. 57 Penobscot Avenue: Plow snow to rear in front of fence. Plow alleyway down to the propane tanks against the fence. Salt is a will call for each storm event
- III. 40 Oxford Street: Plow all parking areas/Access road to the back of the lot against the tree line.
- IV. 51 Rice Farm Road: Plow access road into the facility. Make a pass into the hoop house and barn for access. Plow Parking lot. Push back against treelines. Plow turn arounds at the lower level of the basement. Plow the road out to the Bathhouse and parking areas.
- V. All work to be completed in a timely fashion. Discuss with Director on timing and needs for each facility.
- VI. Contractor shall mark all possible areas that may be lost to site in a snowstorm to prevent unnecessary damage.
- VII. Please Note: Sand/Salting or a combination thereof is only to be provided on a directive from the Director each storm. Facilities have a manager that keeps the stoops and walkways clean.**
- VIII. This contract is expected to be satisfied on a 24/7 basis. The contractor shall supply an emergency number that can be reached at all times.

Printed sets of Drawings and Specifications: N/A

TAX EXEMPT STATUS: This contract qualifies for tax exempt status. The tax exempt number is available at the Owner's office.

D. RFP & PROJECT 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.

Contract Term will be November 1st, 2026 through to April 31st, 2027

<u>EVENT</u>	<u>DATE</u>
Bid Documents Available	Sept 14th, 2026
Mandatory Prebid Meeting/Site Visit	N/A-Schedule Walkthrough
Deadline for RFIs	Sept 22 nd , 2026
Response to RFIs	Sept 23 rd , 2026
Final Addendum	N/A
Bids Due	Sept 25th, 2026 - 4:00pm
Notice of Award	Sept 30th, 2026
Construction Start Date	See above requirements
Preconstruction Conference	N/A
Substantial Completion	N/A
Final Completion	April 31 st , 2027

E. 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.

PRE-BID

A formal pre-bid will NOT be held. Please schedule a time to walk the site with the Director.

tmartin@wabanakiphw.org

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Wabanaki Public Health & Wellness offices at 6 Central Street no later than **4:00 pm EST on Sept 25th, 2026** for consideration in the project proposal selection process. Proposals will be opened and reviewed privately. Proposals may be mailed or emailed to accounting@wabanakiphw.org. cc. Tmartin@wabanakipwh.org

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 on the 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.

PAY SCHEDULE

Contract will be paid in 6 equal payments. Contractor shall submit an invoice at the end of each month to include any additional services requested. Net 30 Days

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder will be required to provide should they be selected to provide this service:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
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) (W-9)
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.
12. Bid on attached Bid Form.

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.

The Contractor **will be required** to provide a Certificate of Insurance meeting the minimums of the attached COI. The COI will list Wabanaki Public Health and Wellness as additional insured.

Winter Grounds Maintenance 2026-27 Season

RFP 2026-F02 -Millinocket Region

Wabanaki Public Health & Wellness

6 Central St

Bangor, Maine 04401

Quote Form:

- A. Proposal of _____ (hereinafter called "BIDDER"), organized and existing under the laws of the State of Maine, doing business as _____ *, (Insert "a corporation, Partnership or individual) to **WABANKAI PUBLIC HEALTH & WELLNESS**, (hereinafter called "OWNER").
- B. In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the "**Performance of Winter Grounds Maintenance**" to **WABANKAI PUBLIC HEALTH & WELLNESS**, in strict accordance with the BIDDING AND CONTRACT DOCUMENTS prepared by WPHW, within the time set forth therein for the following prices:

Bid Items:

Lump Sum Bid for the Season for all four Properties for the Snowplowing: \$ _____

Alternates:

Salting per Location/per drop	41 Penobscot Ave	\$ _____
(per email approval only)	57 Penobscot Ave	\$ _____
	40 Oxford Street	\$ _____
	51 Rice Farm Road	\$ _____
Snow Removal per hour Truck 14 cy min and Loader 2cy min		\$ _____

- C. By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.
- D. BIDDER hereby agrees to commence WORK under this contract on for the duration stated above. Any damage done by contractor due to negligence shall be repaired at the contractor cost.
- E. We, the undersigned, confirm the receipt and consideration of the following addenda prior to the submittal of our proposal. We have included the work called for in these addenda in our proposed price.

Addendum

No. _____ Dated _____

Addendum

No. _____ Dated _____

- F. The undersigned agrees, if this proposal is accepted to sign a contract and deliver it, along with the bonds and affidavits (if required) for all insurance specified within twelve (12) calendar days after the date of notification of such acceptance, except if the 12th day falls on a Saturday or Sunday, then the conditions will be fulfilled if the required documents are received before 12 o'clock noon on the day following the holiday, or the Monday following the Saturday or Sunday, and as a guarantee thereof, herewith submits a bid bond as required. (if required) This Bid includes the cost of 100% performance and payment bonds. (if required)
- G. Any material or materials not specified in the bidding document but worthy of consideration may be introduced by the bidder by a separate letter attached to this Proposal. A cost comparison must be included giving the comparison with the Material specified and the reason for the suggested substitution. The basic bid shall be as specified.
- H. The prices stated in this proposal will be held for a period of 45 days from the date of bid opening, and if authorized to proceed within that period, we agree to complete the work covered by this proposal at the prices stated herein.

Authorized Signature: _____

Name Printed : _____

Name & contact of Emergency contact:

SEAL - (if BID is by a corporation)

SCHEDULE A

REQUIRED DOCUMENTATION

1. Completed W-9 "Request for Taxpayer Identification Number and Certification." 1. A fillable W-9 form can be found [here](#).

2. Copy of liability insurance 1. If you are an individual and do not have liability insurance, it may be waived or provided to you.

3. Right to Work in the State of Maine 1. For a company, this is your filed paperwork with Secretary of State Filing. You can download your information from [here](#).

2. If you are an individual working under your name or a DBA, your W-9 form will suffice.

4. Copy of the invoice and/or letterhead of the Contractor.

5. List of all employees of the Contractor who may provide the services in the Scope of Work (if applicable).

6. Written request and approval of any extra mowing, bush hogging, and sanding as listed in Schedule C

Note: The undersigned Contractor completely and unconditionally, without duress or reservation, understands that this contract will terminate if the above documents are not received with 15 calendar days following signature.