

**Northern Maine Community College**  
**REQUEST FOR PROPOSAL**  
**Walking Areas Snow Removal 2018**

Northern Maine Community College is currently requesting proposals for assistance with the snow removal for the 18-19, 19-20, and 20-21 winter seasons. The initial contract period will be for 3 years and may be extended, at the discretion of the College, for two additional one year terms for a total maximum of 5 years. The College is seeking pricing for snow removal from sidewalks, stairs, and building entrances. Salt entrances to 50 feet from building with concrete and landscape safe salt, sand sidewalks more than 50 feet from building. Please see the attached map for details on the areas for which the selected vendor will be responsible. All snow removal must be completed for the selected areas by 6:30am. Vendor shall coordinate with NMCC staff and other snow removal vendors to ensure the campus snow removal has been completed to the satisfaction of NMCC.

Proposals shall detail an hourly cost for labor and equipment, cost per trip, vendors must clearly define parameters for a trip, and describe considerations for trips per storm. Proposals shall also include company information such as equipment that will be used, number of employees, and references on past contracts of similar size and scope.

One vendor will be selected based the following factors:

<b>Factor</b>	<b>Weight</b>
Total proposed price and billing rates	30%
Qualifications	20%
Pertinence and/or quality of references	20%
Quantity/frequency/relevance of similar projects	20%
Proposal Quality, Detail and Organization	10%

If you have questions concerning this request for proposals or wish to request a site visit, please contact Julie Clark at 768-2714 or [jaclark@nmcc.edu](mailto:jaclark@nmcc.edu). Vendor walk-throughs will be scheduled upon request, 48 hour notice is required.

Bids are due back to the college October 31, 2018 at 2:00 pm. Proposals must include the attached bid form. Any questions concerning this bid can be addressed to Julie Clark at 768-2714. Bids can be faxed to 768-2831, emailed to [jaclark@nmcc.edu](mailto:jaclark@nmcc.edu) or mailed to:

Northern Maine Community College  
Purchasing Department – Walking Areas Snow Removal 2018  
33 Edgemont Drive  
Presque Isle, ME 04769

The college reserves the right to reject any or all bids. See attached Notice to Bidders.

**NOTICE TO VENDORS AND BIDDERS:**

**STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

**Bid Form**

**Walking Areas Snow Removal 2018  
Northern Maine Community College**

To: Northern Maine Community College – Purchasing  
33 Edgemont Drive  
Presque Isle, ME 04769

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact name & number: \_\_\_\_\_

Having carefully examined:

- A. The Walking Areas Snow Removal 2018 Request for Proposal including its attachments
- B. The NMCC Campus and related snow removal locations/perimeters

We, the undersigned, propose to perform the services described in the amount of:

Cost per trip snow removal, sanding and salting for years 1, 2, and 3.....\$ \_\_\_\_\_

Equipment hourly rates for years 1, 2, and 3.....\$ \_\_\_\_\_

Personnel hourly rates for years 1, 2, and 3.....\$ \_\_\_\_\_

Signed by: \_\_\_\_\_

**Bids Due: October 31, 2018 at 2:00 pm**

Northern Maine Community College  
Walking Areas Snow Removal

- By other contractor plow, salt only, and haul snow off campus as needed.
- By other contractor plow and sand.
- NMCC plow and sand.
- Walking Areas Contractor snow removal and salting.

