

**NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Lawn Maintenance & Mowing – 2022 – 2024 Seasons**

Northern Maine Community College is currently accepting proposals for lawn maintenance and mowing of approximately 12.5 acres of lawn for the 2022 - 2024 seasons. Mowing is generally done once a week (depending on weather and growing conditions) for 14 weeks. The contract will be awarded for a 3-year term with possibility of extending for two one-year terms.

Contractors are to meet the following specifications:

Mowing

- Paper, trash, twigs and other undesirable material will be removed from turf areas prior to mowing operations.
- Mowing will maintain a turf grass height between 2¾-inch to 3-inch without removing more than one-third of the total leaf blade at any given mowing.
- Upon each mowing, the direction will be alternated from week to week whenever possible to prevent compaction and to enhance the appearance.
- Trimming will be completed around all obstacles or chemical herbicides will be applied around fixed objects to maintain a neatly trimmed appearance.
- Paved or decked areas will be air swept and all beds will be weeded and inspected after each mowing.
- Clippings will not be bagged unless specified, except when they are heavy enough to harm the turf.
- Equipment used will be regularly maintained, including blades sharpened, to cut cleanly.
- Contractor will not destroy, mow grass into, or disrupt the landscaped areas and flower beds.
- All mowing must be pointed away from the glass walls and doors in the Rodney Smith Wellness Center and the Akeley Student Center and all mower guards must be in place at all times. Contractor will be responsible for broken glass that occurs as a result of lawn care and mowing.

Aeration

- ½-inch to ¾-inch diameter plugs for approximately 12.5 acres.

Fertilization

- Slow-release fertilizer applied professionally at proper intervals and quantities on approximately 12.5 acres.

Broadleaf Weed Control

- EPA-approved herbicide applied to grassy areas by certified professional on approximately 12.5 acres. Contractor must complete all required notifications and signage.

Contractor Responsibilities:

- Determining actual acreage
- Meeting the specifications contained in this RFP

- Follow all applicable OSHA, State and City regulations
- Provide all required OSHA safety documentation (programs, procedures, etc.)
- Obtain all required permits

Please see attached map. The areas in green are contract areas. The remaining areas are alternates. Inclusion of the alternates will be determined on an annual basis.

Proposals will be reviewed and one vendor will be selected based on cost and vendor's ability to meet the specifications detailed in this RFP, pending positive references. (References may be checked). Vendors shall have a minimum of three years experience providing similar services to a facility of comparable size.

Please also include pricing on the following **alternate** items:

Maintenance Mowing Area

- Weekly mowing and maintenance of the areas indicated on the map as "Maintenance Mowing Area" to the specifications listed above.

Maintain Beds on Campus

- Edging – cut edges to 3 inches and remove soil at an angle to the bed line prior to mulch installation
- Mulching – applied in spring and maintained throughout season at 1½-inch thickness
- Pruning – removal of dead, broken, diseased, poorly-structured or conflicting branches and sucker shoots
- This area should be bid separately as the college reserves the right to select this service.

Please see attached map, "Landscaping". The areas marked "1" are alternate contract areas.

Aeration and Fertilization of Soccer Field

- This area should be bid separately as the college reserves the right to select this service.

Broadleaf Weed Control on Tennis Court

- This area should be bid separately as the college reserves the right to select this service.

Proposals are due back to the college by July 6, 2022 by 2:00 p.m. The College plans to notify the selected bidder within one week.

Bids must include:

1. Completed Bid Form (see attached)
2. References
3. W-9
4. Proof of Insurance

Any additional information may also be attached.

If you have questions concerning this request for proposals or wish to request a site visit, please contact Julie Edgecomb-Clark at 768-2714 or jeclark@nmcc.edu. Vendor walk-throughs will be scheduled upon request, 48 hours notice is required.

Proposals can be emailed to jeclark@nmcc.edu or delivered/mailed to:

Northern Maine Community College
Purchasing Lawn Care Bid
33 Edgemont Drive
Presque Isle, ME 04769

The college reserves the right to reject any or all bids and also reserves the right to be satisfied with quality of services provided. See attached Notice to Bidders.

**Northern Maine Community College
 Bid Form with Addendum Item
 Lawn Maintenance & Mowing – 2022 – 2024 Season**

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

From: Contact Person: _____

Company/Address: _____

Phone #: _____ Fax #: _____

Email: _____

Having carefully examined:

The Lawn Maintenance & Mowing 2022-2024 Season RFP, including its maps, attachments, and related correspondence

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

	2022 Season Total	2023 Season Total	2024 Season Total
Mowing total – approximately 12.5 acres for 14 weeks	\$	\$	\$
Mowing – cost per week if more than 14 weeks	\$	\$	\$
Aeration – approximately 12.5 acres	\$	\$	\$
Fertilization – approximately 12.5 acres	\$	\$	\$
(Number of times applied over season: _____)			
Broadleaf Weed Control – approximately 12.5 acres	\$	\$	\$
(Number of times applied over season: _____)			
Other Quotes Requested:			
Maintenance of Beds on Campus	\$	\$	\$
Aeration & Fertilization of Soccer Field	\$	\$	\$
Broadleaf Weed Control on Tennis Court	\$	\$	\$
Mowing of areas described as “Maintenance” – 14 weeks	\$	\$	\$
Additional Mowing (cost/week if needed beyond 14 wks)	\$	\$	\$
Alternate: Lawn preparation	\$	\$	\$

Signed by: _____

Bid Deadline: July 6, 2022 at 2pm



**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, including collection 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;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

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 black font on a white background 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.