



York County Municipal Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS

REQUEST FOR PROPOSAL (RFP) # [YC-2023-1990065](#)

Facilities Lawn Maintenance Services

Issuance and Notification Date: [November 14, 2023](#)

***All proposals/bids must be received in-hand by
[December 7, 2023 by 3:30 p.m. EST](#)***

You are cordially invited to submit a proposal for **Facilities Lawn Maintenance Services** in accordance with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Please Click this link or go to <https://www.yorkcountymaine.gov/facilities> and select the action menu item named RFP/Bids on our website for the complete documentation associated with this RFP.

One (1) copy of the RFP may be emailed to ycg.procurement@yorkcountymaine.gov please use the following text in the SUBJECT field: YORK COUNTY PROCUREMENT# **YC-2023-1990065** OR submitted in a sealed envelope, plainly marked:

RFP # YC-2023-1990065
Facilities Lawn Maintenance Services
Finance Office/Procurement
149 Jordan Spring Road
Alfred, Maine 04002

IMPORTANT:

Notice of Mandatory (must attend) Pre-Bid Site Visits

Monday November 27, 2023, at 10:00 a.m

Location: 149 Jordan Spring Road, Alfred, Maine 04002

We respectfully request conformance to our procedure for asking questions related to this RFP. See the addendum named: [Submittal of qualified Questions and Respective Answers](#).

Vendors may request addition to the York County bidders vendor database by sending an email to ycg.procurement@yorkcountymaine.gov please use the following text in the SUBJECT field: VENDOR BID NOTIFICATION DATABASE – ADDITION. In the body please give us Company Mailing Information, Industry/Sector and commodity provider or service provider or both.



York County Municipal Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS General Information for Bidders/Contractors

The following terms, conditions and instructions apply to all York County solicitations whether they are bids, proposals, request for qualifications or other types of solicitations. The term “bidder” is used collectively for bidder, proposer, vendor, contractor, consultant and all other terms implying or meaning one who is responding to an opportunity with the County. The submission of a response means that the vendor understands and agrees with the County’s “General Information for Vendors.” Any variance is to be clearly noted on the submittal document. The County will be the sole judge as to whether the variance is “material” or “immaterial” to the bid.

1. Acceptance

The County will select the offer deemed most advantageous, appropriate and beneficial to the County.

2. Addenda

In the event that an addendum to a solicitation is issued, all solicitation terms and conditions shall remain in effect unless they are specifically changed by the addendum. Offers shall include acknowledgment of all addenda or be subject to rejection. The County shall post the addendum to its web page.

3. Assignment/Subcontracting

The bidder shall not assign or subcontract any agreement, sublet or subcontract any portion of the work without the written consent of the County. The bidder shall bind all subcontractors approved by the County to all the terms and conditions of the contract.

4. Award/Results

As soon as practicable after evaluation, the County shall post the award decision and a tabulation of all offers received, to its web page. Individual notes are not mailed or emailed.

5. Compliance with laws

The bidder is assumed to be familiar with and agrees to observe and comply with all Federal, State and local laws, statutes, ordinances and regulations. The bidder shall fully indemnify, save harmless and protect the County, their successors, assigns, agents, customers, affiliates, agents and employees against any loss, claim liability damage, and expense arising from the bidder’s actual or alleged noncompliance with such laws and regulations.

6. Deliveries

All deliveries shall be to the designated County property stated in the solicitation and must be Freight on Board (FOB) Alfred, Maine with all delivery, handling, surcharges and other changes included in the offered price. Failure to do so may cause rejection of bid. The County will not pay additional surcharges.



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OFFICE OF THE COUNTY COMMISSIONERS General Information for Bidders/Contractors

7. Equal Employment Opportunity

Bidders agree not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex or national origin. Bidders shall comply with applicable laws, Executive Orders, and regulations concerning nondiscrimination in employment, including the Equal Opportunity Clause of Section 202. Executive Order 11246, as amended, which is hereby incorporated by reference.

8. Freedom of Access Act (FOAA)

Under Maine's Freedom of Access Act (FOAA), all records in possession of the County are public, unless designated by law as confidential, privileged, or otherwise exempt. Accordingly, any documents you submit may be available to the public. If you believe that documents you submit contain information that is exempt from disclosure under the FOAA, you must mark those sections you believe exempt as "confidential." You may also request that the County inform you of any FOAA requests for your submitted documents. The County's Legal representation shall make the final determination over what is and is not public.

9. Incurring Costs

All costs incurred in the preparation and submission of an offer will be borne by the bidder.

10. Informalities

The County reserves the right to waive informalities, irregularities or minor defects in an offer response or variations from the exact requirements of the solicitation provided that the defects or variations do not affect the price, quality, quantity or delivery of the service.

11. Inspections/Examination of Documents

The bidder is responsible for thoroughly inspecting the site of the proposed work, carefully examine the solicitation and for becoming completely familiar with any circumstances under which the work will be performed or equipment, material etc. be provided. Each bidder shall make his/her offer from his/her own examinations and estimates and shall not hold the County, its agents or employees responsible for any information received from them.

12. Late Bids

It is the responsibility of the bidder to see that their offers have sufficient time to be received by the Procurement Officer before the submittal deadline. All submittal deadlines are to be the standard time for Alfred, ME. Any offer, portion of an offer, or unrequested revision received at the County of York, 145 Jordan Springs Road, Alfred ME 04002 after the time and date specified will not be considered.

13. Permits

In connection with any work to be performed, the bidders shall procure all necessary permits and licenses applicable to the performance of work contained in the solicitation.



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14. Materials

All material submitted becomes the property of the County of York, Maine and shall become public information.

15. Questions.

All questions must be directed in writing to ycg.procurement@yorkcountymaine.gov. The County will issue a response in the form of an addendum, which will be available on the County's website. In addition, the County will notify all Bidders on file as being in receipt of the solicitation.

16. Rejection.

The County of York, Maine reserves the right to reject any and all offers or to accept a higher cost offer if it is deemed to be in the best interest of the County. The County also reserves the right to negotiate with the lowest qualified responsive Bidder. Rejection of any proposal shall be construed as meaning simply that the County does not deem the offer to be acceptable or that another offer is deemed to be more advantageous to the County for the particular services offered.

17. Taxes

The County of York, Maine is exempt from paying sales or use tax by State of Maine Statute and has been issued a Permanent Exemption Certification by the State of Maine. Permanent Exemption Certificate Number: E81874 Federal Identification Number: 01-6000017.

18. Termination

a. Termination for Convenience: The County may terminate any contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving thirty (30) days written notice to the bidder.

b. Termination for Default: When the bidder has not performed or has unsatisfactorily performed the work, the County may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the County. Failure on the part of the bidder to fulfill contractual obligations shall be considered just cause for termination.

19. Withdrawal

No bidder may withdraw his/her offer for a period of ninety (90) days from the date of opening. All offers will be subject to acceptance by the County during that time.



York County Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS

Email ygc.procurement@yorkcountymaine.gov

Fax (207) 324-9494

Request for Proposal and Notice of Mandatory Pre-Bid Requirements Contracted Lawn Maintenance Services (3 Year Contract to be awarded)

Bids are due by: December 7, 2023 at 3:30pm.

The County of York invites you to submit a proposal to furnish all labor, materials, equipment and transportation necessary to perform all operations for Landscaping and Lawn Mowing for a term of 3 years at the following locations;

BIDS MUST INCLUDE SEPARATE PRICING FOR EACH LOCATION BELOW.

York County Government Building
149 Jordan Springs Road
Alfred, Maine. 04002

York County Jail
1 Layman Way
Alfred, Maine 04002

York County Courthouse
45 Kennebunk Road
Alfred, Maine 04002

Layman Way Recovery Center
2 Layman Way
Alfred, Maine 04002

Notice of Mandatory Pre-Bid Site Visit:

*A **Mandatory** (must attend) walking site tour of each location will be conducted on Monday, November 27, 2023 at 10:00am. If you have any questions concerning this site visit, please contact Richard DeRochemont, Facilities Manager at 207-459-2443 or by email at rsderochemont@yorkcountymaine.gov*

Bids Due: THURSDAY, DECEMBER 7, 2023 at 3:30pm.

Contract Term:

Elapsed dates of contract term coverage are from April 1, 2024 to November 1, 2026. Seasonal operational terms of the contract will be from April 1, 2024 to November 1, 2024 (ANNUAL 1), April 1, 2025 to November 1, 2025 (ANNUAL 2), and April 1, 2026 to November 1, 2026 (ANNUAL 3). Your proposal should be submitted to reflect the individual contract timeframes specified above as ANNUAL 1, ANNUAL 2, and ANNUAL 3. Please show individual Locations groupings and a grand total grouping. Sample follows...

LOCATION York County Courthouse

ANNUAL 1	Cost/Term	\$99,999.99
ANNUAL 2	Cost/Term	\$99,999.99
ANNUAL 3	<u>Cost/Term</u>	<u>\$99,999.99</u>

Total Proposed Cost York County Courthouse \$999,999.99



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Bids are due by: December 7, 2023 at 3:30pm.

Scope of Services:

The selected Contractor agrees to provide all landscape maintenance and lawn mowing for the following County properties.

1. York County Government Building, 149 Jordan Springs Road, Alfred, Maine, 04002, Front, sides and back from tree line to tree line including roadside.
2. York County Courthouse, 45 Kennebunk Road, Alfred, Maine, 04002, Sides of the rear upper parking including handicap ramp area and building foundation. Front of Courthouse from roadside to tree line and building. Court Street parking lot edges from Rt. 111 to Court Street and From Kennebunk Road to the property line of the neighboring house. (This includes all islands, rock walls and stairways)
3. Layman Way Recovery Center, 2 Layman Way, Alfred, Maine, 04002. All areas surrounding Recovery Center building from Maintenance garage parking lot including back of the building.
4. York County Jail, 1 Layman Way, Alfred, Maine 04002. All areas surrounding building, fencing and parking lots to the tree line. Layman Way entrance from Rt.4 at York County Jail sign including both sides of the roadway to Recovery Center

Independent Contractor:

You and your agents and employees, during the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of the County. Any manpower needed to fulfill the obligation of this contract shall be employed by you and you shall be solely responsible for complying with applicable state and federal laws including but not limited to worker's compensation law, employment security law and minimum wage law.

As an independent contractor, you are responsible for maintaining your equipment in a safe, operable, and legal condition.

Maintenance Requirements:

- Spring cleanup to include lawn preparation (raking, dethatching, fertilizing etc.) Cleanup of sand debris from winter including parking lots, roadside maintenance and walkway cleanup (Sand and debris blown or swept) Loam and seed as needed to re-establish parking lot and roadway edges damaged by winter maintenance.
- Government Building sprinkler set-up, testing, inspection and repair. Including backflow preventer annual inspection.



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Bids are due by: December 7, 2023 at 3:30pm.

Maintenance Requirements (continued):

- Mulching to include cleaning out old mulch if needed to establish tree trunk visibility to avoid root damage and edging all beds. The Contractor will provide all mulch required to keep the properties looking fresh throughout the season. (May require more than one application)
- Weekly lawn mowing to begin the first week of May and end the second week of October. All areas will be trimmed including foundations, fencing, beds and signs and poles. All lawn debris/clippings cleaned will be removed from the properties.
- Lawns will be fertilized a minimum of three times per season (Prior to first mow, during summer and end of mowing season), lime will be provided if soil tests show a need (testing to be done by contractor), weed and pest control will be applied per professional recommendations. (minimum of 2 times)
- Pruning and weeding will be completed at least twice a month to maintain a professional appearance. All trees and shrubs will be pruned, beds weeded, and foundations will be either trimmed or weeded to maintain a professional appearance.
- All plants will be replaced throughout the season if damaged or dying.
- Seasonal flowers will be placed at all locations to keep a fresh appearance in planting beds.
- Fall cleanup will include raking of leaves and debris and cleanup and removal of all debris. Sweeping and or blowing off walkways and driveways.
- The Contractor will reimburse the County for the items damaged by any operations under this agreement if the County designee determines that such damage could have been avoided by you.

Insurance requirements:

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Maine. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Maine.

No work under this contract shall be started or performed until the successful bidder has obtained and provided the County of York with proof of insurance for the following types and minimum amounts of coverage.

1. Worker's Compensation and Employer's Liability coverage, as required by the State of Maine. Worker's Compensation coverage shall be provided as required by law or regulation (statutory requirements). Employer's Liability insurance shall be provided in amounts not less than \$500,000.00 per accident for bodily injury by accident;



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Bids are due by: December 7, 2023 at 3:30pm.

Insurance requirements (continued):

\$500,000.00 policy limit by disease; and \$500,000.00 per employee for bodily injury disease.

2. Contractor's General Liability coverage for bodily injury, personal injury, sickness or disease, and death in connection with the performance of this work for a limit of not less than \$1,000,000 for damages or injuries to more than one person and for a limit of not less than \$1,000,000 for damages or injuries to more than one person in any one occurrence.
3. Contractor's General Liability coverage for property damage for all damages or injuries or destruction of property to include, but not limited to, general liability, completed operations, explosions, collapse hazards, underground hazards, environmental pollution hazards for a limit of not less than \$1,000,000 for any one occurrence.
4. Automobile Liability coverage to include all owned, rented, leased or hired vehicles in a minimum amount of \$1,000,000 for each occurrence.

A Certificate of Liability Insurance listing each of the required types of coverage shown above must be issued to the County annually. The Certificate of Liability Insurance must name the County of York and its officers, officials and employees as additional insured for the duration of this contract and must also indicate that the contractor's insurance is primary. In the event that the contractor fails to maintain or renew insurance coverage during the period of the contract, the County may cancel the contract at that time without any prior notification. No insurance policy issued for this contract may be allowed to expire prior to the completion of this contract without first providing the County with at least 30 days advance notice of the expiration by certified mail. The contractor shall require any and all subcontractors performing work on this contract to provide and maintain insurance coverage of the minimum amounts specified during the period of the work.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the contractor's responsibility for payment of damages resulting from his performance and completion of this work.

Breach of Contract:

If you fail to perform according to the terms of this contract at the time and in the manner specified, that failure shall be a breach of contract.



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Indemnification:

You agree to hold the County harmless from any claim for death, injury, property damage or other loss which may result from your performance of snow plowing/removal under this contract. If such a claim is made against the County, you will defend the County, and you will pay any amount (indemnify) for which the County may be held liable in a legal action for such claims.

Payment schedule:

Monthly payments TBD



York County Municipal Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS
FACILITIES LAWN MAINTENANCE SERVICES

QUESTIONS RELATED TO THE REQUEST FOR BIDS or PROPOSALS

Pre-emptively we will accept all questions regarding this solicitation, submitted via email, to the Solicitation Coordinator at ycg.procurement@yorkcountymaine.gov . The York County Committee created to review and evaluate the responses will provide written answers for questions received if they are received within the question-and-answer period's deadline date of December 1, 2023. Answers will be posted as an amendment, to the same location as the posting of the original solicitation. It is the sole responsibility of the bidder to view and download documents from the same location as the posting of the original solicitation. Verbal responses to questions will not be provided. Both Questions and their corresponding Answers will be compiled into a PDF document and posted as an amendment. Only written answers will be considered official and binding. Bidders will not be identified in the answers. If interpretations or other changes to this Solicitation are required because of inquiries made during the question-and-answer period, the Solicitation may be amended. All amendments are posted to the same location as the posting of the original solicitation. Please use the following text in the SUBJECT area of the email being sent to ycg.procurement@yorkcountymaine.gov the Solicitation Coordinator.

YORK COUNTY PROCUREMENT# YC-2023-1990065

Please use this same method of communication for expressing the need for a walk-through of the related locations in this RFP, we will post a notice of where and when the walk-through will take place in the same area as the original solicitation.