City of Auburn

"Maine's City of Opportunity"

Financial Services

June 17, 2014

Dear Bidder,

The City of Auburn is accepting written proposals for the Public Service Department's **Oak Hill Cemetery Grounds Maintenance.** The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposal when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **Oak Hill Cemetery Grounds Maintenance Bid #2014-043."**

Documents can be obtained at the Finance Department on the first floor of Auburn Hall at 60 Court Street. Questions regarding this Request for Proposals should be directed to Gary Wadsworth, Operations Manager, Public Services, at (207) 333-6670 EXT. 2153.

Please submit your proposal to the City of Auburn by 3:00 p.m. **Tuesday, July, 1st, 2014.** Proposals must be delivered to **Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals will be opened at 3:00 p.m. on that date.

Sincerely,

Derek Boulanger
Facilities Manager/Purchasing Agent

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.

2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".

3. Bid proposals must include firm name, filled out in ink, and signed by firm official. Bids may be withdrawn prior to the time set for the official opening.

4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.

5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.

6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.

7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.

8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.

9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.

10. No contract may be assigned without the written consent of the City Manager or his designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.

11. Please state **"Oak Hill Cemetery Grounds Maintenance Bid #2014-043."** On submitted, sealed envelope.

12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

13. The City of Auburn may reduce the number of units purchased pursuant to overall prices.

14. Bidder will clearly outline all options that are included in the bid price

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder. The equipment installed, including hardware and software components must be free from all defects, damage, and function as warranted. Warranties to cover all components with 1 yr labor warranty on installation.

BID PROPOSAL FORM

Due: July 1st, 2014

To: City of Auburn

Derek Boulanger, Facilities Manager/Purchasing Agent

60 Court Street

Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Address _____

Telephone No. _____ Fax No. _____

Email Address: _____

STATE OF MAINE

_____, SS. Date: _____

Personally appeared and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public _____

I. BACKGROUND

The City of Auburn intends to use contractual services to perform required and elective lawn and grounds maintenance services at the Oak Hill cemetery located at **265 Riverside Dr, Auburn, Maine.**

The objectives to be achieved by the CONTRACTOR are as follows:

- Mowing and trimming of all grass
- Removal of fallen leaves, brush, trash, and debris as needed prior to mowing
- Removal of all grass clippings from all headstones and gravesite bases
- Preservation of headstones from damage

These and other work-related requirements are more fully delineated in Section II, Scope of Work.

II. SCOPE OF WORK

The CONTRACTOR shall provide all labor, materials, equipment and the maintenance thereof, fuel and oils, etc. necessary to complete the job in a timely fashion. All costs associated with the performance of the contract shall be the sole responsibility of the CONTRACTOR and shall be reflected in a "Lump Sum" (LS) cost per occurrence.

Work to be Performed

The Contractor's Scope of Work for this Project includes the following 3 work elements:

1. Bi-weekly mowing of entire cemetery facility (LS unit cost)
    a. Removal of tree branches, sticks, trash, debris etc. as needed (included)
2. Bi-weekly trimming of entire cemetery facility including gravesites and headstones (LS unit cost)

All work shall be done at such times as the Contractor and City of Auburn shall deem appropriate. Weekly work schedule will be coordinated by the Public Services Department. Work shall not begin in any area without specific notification of, and approval by the City.

III. PROGRAM MANAGEMENT

The Oak Hill Cemetery Lawn Maintenance Contract shall be managed by the Public Services Department of the City of Auburn. It is expected that informal weekly progress and facilitation meetings will be held with the Contractor, and that a formal concise written progress report may be required from the Contractor on a no more frequent than bi- weekly basis in a format determined by the City Manager or his designee.

Schedule

The City of Auburn intends to have work commence July, 2014 and have this work continue throughout the duration of the summer season with a tentative end date of July, 2015.

IV. PROPOSAL PROCESS AND SCHEDULE

Questions of a technical nature or procedural nature should be directed to:

Gary Wadsworth
Public Services
Department
(207) 333-6670
EXT 2153

Envelopes containing an original and two (2) copies of the proposal must be sealed and clearly marked in large letters "PROPOSAL FOR OAK HILL CEMETERY LAWN MAINTENANCE." All proposals must be received prior to 3 PM on TUESDAY JUNE 18, 2013. Bids must be delivered to **Derek Boulanger, Facilities Manager/ Purchasing Agent 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No Bids will be accepted after the time and date listed above

V. PROPOSAL EVALUATION CRITERIA

The City of Auburn will evaluate proposals and select a contractor based on a combination of the following factors:

- Qualifications and relevant experience of the firm.
- Qualifications and relevant experience of the firm's proposed staff.
- Quality of references from similar work completed recently.
- The extent to which the proposed solution matches the needs of the City of Auburn.
- Reasonableness of cost of associated services requested.

VI. REQUIREMENTS AND FORMAT OF THE PROPOSAL

Contractors responding to this RFP shall submit their proposals, organized and presented as outlined below. Accuracy and completeness are essential. Since the successful proposal will be incorporated into the contract, contractors are cautioned not to make claims or statements to which they are not prepared to commit to contractually.

The Contractor must provide the following with the proposal:

- Business Name, Contact Information, Owner(s)
- Short History of Business (existing customers, experience, specialties, etc.)
- Proof of Commercial Liability Insurance (listing of City as additional insured will be required)
- List of equipment to be used in performance of specified work

Part 1 -Letter of Transmittal

Part 1 of the Proposal must consist of a letter of transmittal signed by an individual authorized to bind the Contractor contractually. It shall:

- Concisely identify the services offered in the proposal.
- State that the proposal will remain in effect for a period of thirty (30) calendar days after the deadline for submission of proposals.
- Include the name, title, address, telephone number and email address of one or more contact individuals.
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract.

Part 2- Understanding of the Scope of Work

In this section, Contractor should notify the City of Auburn of any potential difficulties that might arise in implementing the work. The City encourages prospective contractors to field inspect the site to independently verify field conditions, terrain, acreage and other items necessary to provide an accurate estimate.

Part 3 -Estimated Cost to the City of Auburn

In this section, Contractor shall provide detailed cost estimates the Scope of Work on a per occurrence basis using the following table:

Item	*Duration*	*Unit*	*Unit Cost*	*Units*	*Total*
Mowing	Bi-weekly	LS		12	
Trimming	Bi-weekly	LS		12	

Please provide adequate details of how cost estimates and totals were calculated.

Part 4- Relevant Experience and Client References

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. Contractors should provide a minimum of five (5) references and indicate the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided. Information of relevance to the Scope of Work should be presented to allow the City of Auburn to assess Contractor's experience.