**STATE OF MAINE**

**Judicial Branch**

*Facilities*



**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Connor Smith **Title:** Procurement Manager **Contact Information:** Connor.Smith@courts.maine.gov  |
| **Bidders’ Conference** | **Date:** September 30, 2024 **Time:** 11:00 AM, local time**Location:** York Judicial Center, 515 Elm St, Biddeford, ME 04005 |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** October 4, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** October 14, 2024, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to:* Proposals@maine.gov  |

TABLE OF CONTENTS

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **5** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. CONTRACT TERM
 |  |
| 1. NUMBER OF AWARDS
 |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **7** |
|  |  |
| **PART III KEY RFP EVENTS** | **14** |
| 1. BIDDERS’ CONFERENCE
 |  |
| 1. QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. SUBMITTING THE PROPOSAL
 |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **16** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **18** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING WEIGHTS AND PROCESS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **20** |
| 1. CONTRACT DOCUMENT
 |  |
| 1. STANDARD STATE CONTRACT PROVISIONS
 |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **21** |
|  **APPENDIX A** – PROPOSAL COVER PAGE |  |
|  **APPENDIX B** – RESPONSIBLE BIDDER CERTIFICATION |  |
|  **APPENDIX C** – QUALIFICATIONS and EXPERIENCE FORM |  |
|  **APPENDIX D** – COST PROPOSAL FORM |  |
|  **APPENDIX E** – SUBMITTED QUESTIONS FORM  |  |
|  |  |
|  |  |
|  |  |

PUBLIC NOTICE

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**State of Maine**

**Maine Judicial Branch**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

The State of Maine is seeking proposals for snow removal services at the York Judicial Center.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

A Bidders’ Conference will be held on 30 September at 11:00 AM at the following location: York Judicial Center - 515 Elm Street, Biddeford, Maine 04005

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on 14 October, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Maine Judicial Branch |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine – Judicial Branch**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Maine Judicial Branch (Department) is seeking snow removal services for the York Judicial Center as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The successful Bidder shall be responsible for complying with all local ordinances regarding working times. During normal working days Monday-Friday (except holidays on which the court is closed), snow accumulated during the preceding night or non-workday must be cleared prior to 7:00 a.m. During normal working hours (7:00 a.m. to 5:00 p.m., Monday-Friday), the removal of snow will begin after the accumulation of 2" of snow under normal conditions but will be subject to the Facilities Engineer’s discretion. For snowstorms happening on the weekends or holidays, the lot will be required to be clear within 12 hours after the end of the storm. One piece of snow moving equipment with a sander will always have to be in place on property during snow events during operational hours & a minimum of one (1) hand crew personnel.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | November 15, 2024 | November 14, 2025 |
| Renewal Period #1 | November 15, 2025 | November 14, 2027 |
| Renewal Period #2 | November 15, 2027 | November 14, 2029 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of the RFP process.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

**A.** **General Requirements**

The Department requires Snow Removal and Ice Control services at the York Judicial Center located at 515 Elm Street, Biddeford, Maine 04005. The work involves all driveways, parking areas (including the access road beyond the satellite parking lot that leads to Hill Street), walkways, ramps, steps, and entrances that are adjacent to or part of the facility. These areas must be cleared of accumulated, drifted, and ice-packed snow, sanded, and salted when necessary.

The successful Bidder shall be responsible for complying with all local ordinances regarding working times. During normal working days Monday-Friday (except holidays on which the court is closed), snow accumulated during the preceding night or non-workday must be cleared prior to 7:00 a.m. During normal working hours (7:00 a.m. to 5:00 p.m., Monday-Friday), the removal of snow will begin after the accumulation of 2" of snow under normal conditions but will be subject to the Facilities Engineer’s discretion. For snowstorms happening on the weekends or holidays, the lot will be required to be clear within 12 hours after the end of the storm. One piece of snow moving equipment with a sander will always have to be in place on property during snow events during operational hours & a minimum of one (1) hand crew personnel.

The successful Bidder shall be responsible for snow removal and ice control services if the public and sally port snowmelt systems are inoperable.

**B. Equipment**

The successful Bidder shall have adequate equipment to service all areas under the awarded contract. At a minimum the following equipment is required:

* 1. Sanding unit capable of uniformly distributing sand/salt on driveways and parking lot surfaces and equipped with controls that provide varying application rates must be available for use under the awarded contract. A salting unit not attached to a vehicle that can evenly distribute salt on the concrete areas.
	2. Snow blower shall be utilized on sidewalks and walkways. No equipment larger than a snow blower w/ rubber paddles to be used on any concrete courtyard areas.
	3. A mechanical rotary broom can be used on all concrete walkway areas. This will reduce impact to concrete courtyard and access paths. The snow would be mechanically moved from the front of the building to where a loader could then take the snow to a snow holding area.
	4. A front-end loader equipped with a snow bucket with straight cutting edges (no gravel buckets with teeth will be allowed) shall be available for snow removal and piling snow in storage areas.
	5. The successful Bidder shall be responsible for providing and placing signage, barricades, tape and all other safety / traffic control equipment, to protect the public, surrounding areas, equipment, and vehicles.
	6. A full-size truck with a plow.
	7. Backup Equipment/Breakdowns/Failures: The successful Bidder shall always keep vehicles and equipment operational throughout the awarded contract period. Backup equipment must always be readily available. If the successful Bidder fails to provide adequate backup or for some other reason fails to provide service, the MJB shall complete the work as required and shall deduct monies due, all direct costs, plus 50%.

**C. Specifications**

The successful Bidder shall keep snow levels behind all curbs at the traffic intersections of the York Judicial Center lots, streets, and external circulation areas below the level for clear visibility of vehicle operators. Temporary snow piles can be managed and piled on-site in areas designated by the facilities engineer. In the event of a blizzard (20+ inches of snow) snow piles can be made in the pavement areas not specifically designated by the facilities engineer, and then removed within the next 24 hours. Do not pile snow in landscaping beds or courtyard mounds even in the event of a blizzard.

Sand/Salt: The successful Bidder shall provide an approved salt mixture compatible (i.e., ice b’gone magic) with the concrete and granite areas. A labeled five (5) gallon plastic pail (with cover) of the salt mixture shall be provided with an appropriate spreader and maintained at the front public entrance, rear employee entrances, and rear judges entrance for use by others as special needs arise.

All walkways must be clear by 7:00 AM.

Elm Street Entrance must be cleared, salted, sanded by 7:00 AM.

* 1. **Introduction to YJC Salt Management Plan**

Chlorides are frequently used in road and pavement deicing during winter months. When used in a high enough concentration, chlorides can alter plant communities resulting in changes in habitat, create favorable conditions for invasive species, and result in the fatality of aquatic organisms in freshwater ecosystems.

Subsequent sections identify individual maintenance items, give a brief commentary of the function, and need of the item, a description of the work required, and a suggested frequency of accomplishment. While the suggested programs and schedules must be adapted to specific projects, the material presented should provide guidance for a successful long-term program.

Material Storage and Housekeeping: Salt and liquids should be stored on an impermeable surface to prevent groundwater contamination. If possible, the storage area should be covered to prevent runoff.

Anti-Icing: Anti-icing helps prevent snow and ice from bonding to pavement such that it can be plowed away.

Pre-Wetting: De-icing chemicals must form a brine before they can begin melting ice. Pre-wetting the chemicals accelerates the brine making process improving the effectiveness. Pre-wetting solid chemicals also reduces bouncing and scatter which results from the use of spreaders.

Pony Motor-Run and Hydraulic-Run Spreaders: Pony Motor-Run and Hydraulic-Run spreaders are mechanical devices attached to trucks or other vehicles used to spread salts quickly over large areas. Spreaders must be properly calibrated, or over-salting can occur. Application rates specific to the York Judicial Center site are suggested below.

* 1. **Project Overview**

The applicant has retained Gorrill Palmer for civil engineering for the development project. Gorrill Palmer has prepared the design for the stormwater management facilities and this salt management plan and may be contacted at:

Gorrill Palmer

 707 Sable Oaks Drive – Suite 30

 South Portland, Maine 04106

 207.772.2515

 ATTN: Doug Reynolds

The key receiving waters for this project are Thatcher Brook, and Urban Impaired Stream, and the Saco River, located to the south and northwest of the project site.

The project site will utilize a Maine Department of Environmental Protection (MaineDEP) Stormwater BMP known as a wet pond for stormwater treatment. Inevitably, road salts used during winter months will contaminate stormwater runoff which enters a catch basin and storm drain network onsite, before being transported to the offsite wet pond. Wet ponds provided effective nutrients removal. However, there is no stormwater BMP which effectively removes chlorides rendering it crucial to manage the use of road salts.

* 1. **Standard Salt Management Practices**

This salt management plan is intended for general guidance. The following narrative describe the standard salt management practices as it pertains to the York Judicial Center.

1. **Salt Applications for Impervious Parking and Access Surfaces**

There are several factors affecting the operation application of snow and ice control materials:

• Right Material – The right material will depend upon the conditions being treated. For this site, the right material includes plowing and road salt use.

• Right Amount – The right amount of material is dependent upon the type of conditions being treated, the amount of residual product on the pavement surface, the expected pavement temperature, and the amount of precipitation that is expected.

• Right Place – Precise placement of the material is important to keeping it in the right place to do the job rather than wasted to the environment. Proper material placement requires the right equipment and skilled operators.

• Right Time – The timing of salt placement is important to minimizing waste and maximizing chemical effectiveness. There are times when the pavement temperature is above freezing and therefore may not warrant salt application.

Road salt (i.e. sodium chloride, calcium chloride, magnesium chloride, and potassium chloride) categorized as a freeze point depressant will be used at the York Judicial Center.

Salt can range from simple table salt to calcium chloride. Salts are used because they can decrease the freezing point of water. Below is a table of materials and the lowest pavement temperature at which that material works:

Melting Agent Lowest Pavement Temperature at Which Material Works

Calcium Chloride (CaCl2) -20˚F

Potassium Acetate (KAc) -15˚F

Magnesium Chloride (MgCl2) -10˚F

Sodium Chloride (NaCl) 15˚F

Calcium Magnesium Acetate (CMA) 20˚F

Blends Check with Manufacture

Sand Never melts, provides traction only

Below are suggested site specific materials and application rates for the York Judicial Center:

Sally Port: The sally port area makes up approximately 11,000 SF of the site’s impervious area. This area has a snow-melt system within the concrete surface to reduce snow accumulation and icing. The area is on the north face of the building and is approximately 11 feet lower in elevation than the remainder of the site limiting the natural sun exposure. Therefore, in the event additional salt is required to assist in deicing the area, salt should be applied by hand and only as necessary. Concrete surfaces can be damaged by excessive salt/chlorotic application, and it is recommended that a chloride inhibitor agent be regularly applied to all concrete surfaces.

Parking Areas and Access Drives: Parking and access drive areas make up approximately 143,000 SF of the sites impervious area. Due to the large area, salt application would be via pony motor-run or hydraulically run spreaders. The Snow fighter’s Handbook recommends an application rate of 500lb of salt per 2-lane mile. Assuming a 2-lane width of 24 ft, provides for approximately 500lb per 126,720 SF.

Condition Type Description Action

1 Temperature: 30˚F or above Precipitation: Snow, Sleet or freezing rain Road Surface: Wet Apply salt at the above-mentioned rate. If snow or sleet the area should be plowed and salted simultaneously. If freezing rain salt application should be

reduced to 225lb per 143,100 SF.

2 Temperature: 30˚F and falling Precipitation: Snow, Sleet or freezing rain Road Surface: Wet or dry Apply salt at the above-mentioned rate depending on precipitation accumulation rate. Reduce if possible. If freezing rain salt application should be reduced to 225lb per 143,100 SF and consider anti-icing treatments.

3 Temperature: 20˚F and falling

Precipitation: Dry snow

Road Surface: Dry Plow as soon as possible. Do not apply salt. Check for wet or packed icy spots; salt isolated areas as necessary.

4 Temperature: 20˚F and falling Precipitation: Snow, Sleet, or freezing rain

Road Surface: Wet Apply salt at a rate of 678lb for the site. If snow: salting and plowing should occur simultaneously. If temperatures rise, reduce salt application to 565lb per

143,100 SF.

5 Temperature: Below 10˚F

Precipitation: Snow or freezing rain

Road Surface: Accumulation of packed snow or ice Apply salt at a rate of 903lb per 143,100 SF. When snow or ice becomes mealy or slushy, plow snow and repeat application of salt and additional plowing as necessary.

Most storms occur under conditions 1, 2, or 3. However, several variations may occur. A well-trained maintenance crew must be poised to take preventative measures prior to the start of any storm.

Gravel Access Drive to Hill Street (Gated): This gated access drive is intended for emergency use only. It should be plowed regularly during a storm resulting in accumulation of snowfall. The application of salt should be kept to a minimum and only used as needed. The used of sand shall be preferred over the use of salt. Sand use shall be kept to a minimum and sand accumulation along the roadside and in ditches should be cleaned each spring in accordance with the stormwater management best practices. Regrade of gravel access drive may be required in the spring.

1. **Impervious Walking Surfaces**

Walking Paths and Hardscape Areas: Walking paths and hardscape areas account for approximately 22,000 SF of the sites impervious area. A snow-melt system is proposed to be installed in front of the main façade at the building entrance. The preferred treatment shall be employing anti-icing to prevent ice and pavement bonding. Anti-icing typically requires ¼ to 1/3 less material than de-icing. As storms intensify and additional material is required, sand shall be preferred over salt use on all waking areas but shall not be used near building entrances to reduce tracking material onto interior floors. Salt may be used as necessary to reduce ice accumulation on walking paths.

1. **Equipment**

To minimize the use of salts, snow should be removed by plowing as much as possible. Solid materials, such as salts, may be applied using pony-motor or hydraulic-motor spreaders to drives and parking lots. Hand spreaders should be used for sidewalks and walking areas to reduce the amount of material used. Uncontrolled spreading can be wasteful and harmful to the environment. Spreaders should be accurately calibrated to discharge the correct amount of material give the condition of the storm.

The following considerations shall be taken into account with respect to the equipment:

* + The Owner of their assigned contractor shall ensure that sufficient equipment and staff are available to properly plow snow then apply material at the correct rate.
	+ Ensure that plowing equipment can reach all areas required and that the blade is appropriate and in good shape to remove the maximum amount of snow and ice.
	+ Spreaders shall allow the operator to target material application so that materials are confined to the treatment area and not lost to adjacent areas.
	+ Operators shall be able to control the spreader so that the amount of material being applied can be increased, decreased, or stopped when appropriate.
	+ Combination plows and spreaders are efficient for removing snow and spreading materials at the same time.
	+ Hand spreaders rather than motor spreaders shall be used on sidewalks to increase the amount of material retained on the sidewalks. This will also help to limit salt damage to vegetated areas adjacent to sidewalks.
	+ Motor spreaders shall be used on parking lots to provide for rapid coverage.
	+ Each spreader unit shall be thoroughly inspected, and the mechanical spreader checked to ensure that spreading rate is correct.
1. **Materials Storage and Handling**

Minimal salt will be stored on site to be used for walkways. The material will be stored inside the building in a container and under the supervision of the facilities management. No salt stockpiles will be kept on site. Should the owner wish to store salt on site then properly maintained salt dome structures shall be provided along with good housekeeping to safely keep salt in the structure and avoid environmental impacts.

1. **Snow Storage and Disposal**

Several locations for snow storage have been identified on the Site and will be shown during the bidder conference. Snow is intended to be stored on site in these locations. In the event of excessive snow fall where snow storage cannot be provided on site in the identified locations. In the event of excessive snow fall where snow storage cannot be provided on site, snow shall be transported to a certified disposal site. Snow that has been cleared from parking and drive areas may have high salt content from salt applications prior to plowing. Due to the concentrated salt content, snow should be transported to an approved snow dump location. The owner of assigned contractor shall determine the disposal locations prior to the start of the winter season.

Damage: Concrete curbs, asphalt, granite material and lawn conditions shall be inspected prior to each season and at the end of the season. Use approved smaller equipment in these areas. The successful Bidder shall be responsible for all damages to Maine Judicial Branch’s property caused by either equipment or operator error. If the successful Bidder fails to repair any damages within a reasonable time (by July), Maine Judicial Branch reserves the right to repair and invoice the successful Bidder for any and all damages.

The successful Bidder shall maintain the following areas to conform to public and commercial standards:

• traffic

• parking

• walkways

• ramps; and

• steps

Ice or hard packed snow shall be salted / sanded to achieve the safest driving / parking / walking conditions possible.

Spring Cleanup: The successful Bidder shall sweep and remove sand residue from all paved driveways, parking areas, walkways, and ramps prior to April 30th of each year. The spring cleanup will also include re-seeding of the grass (loam if determined necessary by facilities engineer) in approved dump areas also by April 30th of each year.

**PART III KEY RFP EVENTS**

1. **Bidders’ Conference**

The Department will sponsor a Bidders’ Conference concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Bidders’ Conference is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders’ Conference is not mandatory, it is strongly encouraged that interested Bidders attend.

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Office of State Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202409167 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting November 15, 2024 and ending on November 14, 2025.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Preliminary Information (No Points)**

 Includes all elements addressed above in Part IV, Section I.

**Section II. Organization Qualifications and Experience (30 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III. Proposed Services (40 points)**

Includes all elements addressed above in Part IV, Section III.

**Section IV. Cost Proposal (30 points)**

Includes all elements addressed above in Part IV, Section IV.

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
	2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 30 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 30 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Judicial Branch**

**PROPOSAL COVER PAGE**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Judicial Branch**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Judicial Branch**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.*  |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

|  |
| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Judicial Branch**

**COST PROPOSAL FORM**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$**  |

Please base your cost proposal on a “per snowfall” basis. The Department anticipates approximately thirty (30) storms per season that will require action.

The “per snowfall” Proposed Cost will be used in the scoring formula described in Part V, B, 3 of the RFP.

 **APPENDIX E**

**State of Maine**

**Judicial Branch**

**SUBMITTED QUESTIONS FORM**

**RFP# 202409167**

**Snow Removal Services for York Judicial Center**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |