



CONTRACTOR NAME: _____

DESCRIPTION OF PROJECT:

- To provide Landscaping & Mowing Services at the Brunswick Train Layover Facility located at 2 Turner St. in Brunswick, Maine.

PROJECT REQUIREMENTS:

- The work required is to provide all Labor & Equipment to professionally complete the landscaping and mowing services as follows:
 - **Spring Clean-Up** - All lawn areas, crushed stone drip edges, walkways and roadways are to be cleaned-up of all fallen tree foliage (leaves, branches, pine needles/cones) and properly removed from the site.
 - **Winter Sand Sweeping & Removal** – All exterior paved and concrete walkways, parking areas and roadways are to be swept clean of winter sand and removed from the area.
 - **Mowing** – All lawn areas are to be mowed and trimmed on a weekly basis. Grass height should be maintained at approximately 3-4 inches without heavy accumulation of clippings. All walkways, ballasted areas and roadways are to be cleared of all clippings after each service.
- The Landscaping & Mowing Services are required to be begin within five (5) business days of the issue of a Purchase Order to the selected contractor. The selected contractor shall coordinate with NNEPRA's Jim Russell regarding scheduling of all requested work requirements noted above.

REQUEST FOR QUOTES DUE DATE:

- Please provide a written quote on the attached quote form no later than **1:00 p.m. Local Time on Tuesday, May 19, 2020.**
- All quotes shall be valid for 30 days.

REQUEST FOR QUOTE QUESTIONS:

- All questions must be received no later than Friday, May 15th at 5:00 p.m. local time to be considered.
- NNEPRA will issue an addendum, if needed, by close of business Monday, May 18th answering questions received prior to the deadline.
- All questions regarding this Request for Quotes must be made in writing by email and directed to:

Jim Russell
NNEPRA Special Projects Manager
james@nnepra.com

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY REQUEST FOR QUOTES
RFQ 20-BLF Landscaping & Mowing Services

Phone calls will not be accepted.

ADDITIONAL INFORMATION:

- NNEPRA encourages their contractors to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community and to make reasonable efforts to use these institutions. Contact NNEPRA for further information or assistance.
- NNEPRA intends to provide a purchase order within five business days of the Request for Quotes due date to the lowest quoted price for each quote item that is responsive to the requirements and is a responsible contractor. Quotes with earlier delivery dates may be given preference.
- NNEPRA has a dispute and protest policy. Contact the NNEPRA for more information.
- NNEPRA reserves the right to reject any or all Quotes, to waive any technical or legal deficiencies, and to accept any Quote that it may deem to be in the best interest of the Authority.

POST QUOTE REQUIREMENTS:

- The successful Contractor shall begin execution of this contract within five (5) business days after a Purchase Order has been issued.

PAYMENT PROVISIONS:

- Payment will be made within 30 days after approval of invoices.

QUOTE FORM

CONTRACTOR NAME: _____

PROJECT IDENTIFICATION:

Landscaping & Mowing Services at the Brunswick Train Layover Facility, 2 Turner St. Brunswick, Maine

THIS QUOTE IS SUBMITTED TO:

Mr. Jim Russell
Special Projects Manager
Northern New England Passenger Rail Authority
75 W Commercial Street, Suite #104
Portland, Maine 04101

By submitting this Quote the undersigned Contractor:

1. Proposes and agrees, if the Quote is accepted, to enter into an Agreement with Northern New England Passenger Rail Authority to supply the Labor & Equipment in accordance with the requirements noted above, for the prices and in accordance with the delivery schedule as detailed in the Quote Form.
2. Accepts all of the terms and conditions included in the Request for Quotes and agrees that this Quote will remain open for thirty days after the day of Request for Quotes due date.
3. Agrees that:
 - a. Contractor has examined copies of all the Quote Documents and any addenda, receipt of all of which is hereby acknowledged.
 - b. This Quote is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Contractor has not directly or indirectly induced or solicited any other Contractor to submit a false or sham Quote; Contractor has not solicited or induced any person, firm or corporation to refrain from quoting; and Contractor has not sought by collusion to obtain for himself any advantage over any other Contractor or over Northern New England Passenger Rail Authority.
4. Acknowledges that this Request for Quotes does not constitute an order or contract.
5. Acknowledges that Northern New England Passenger Rail Authority is exempt from all taxes. The undersigned hereby certifies that no taxes are included in the prices quoted.

Contractors shall state if exemption certificate is required: Yes _____ No _____.

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY REQUEST FOR QUOTES
RFQ 20-BLF Landscaping & Mowing Services

QUOTE FORM

This Quote is submitted for the following project:

Landscaping & Mowing Services conforming to the requirements noted within this Request for Quotes.

<u>Landscaping & Mowing Services</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Spring Clean-Up	1 Lump Sum	/LS	
Sand Sweeping & Removal	1 Lump Sum	/LS	
Mowing	Weekly (\$/Mow)	/Mow	

Communications concerning this Quote shall be addressed to:

Contractor's Company Name: _____

Contractor's Representative: _____

Contractor's Address: _____

Contractor's Telephone No: _____

Contractor's E-mail Address: _____

Contractor's Fax Number: _____

(Please note that the information below is used for internal purposes only and will not be disclosed.)

Age of your company: _____ Gross Annual Receipts: _____

Employees: _____ DUNS #: _____

NORTHERN NEW ENGLAND PASSENGER RAIL AUTHORITY REQUEST FOR QUOTES
RFQ 20-BLF Landscaping & Mowing Services

In submitting this quote, it is understood and agreed by Contractor that THE AUTHORITY reserves the right to reject any and all quotes, or part of any quote, and it is agreed that the quote may not be withdrawn for a period of [30] days subsequent to the receipt of quotes, without the written consent of the Authority.

CONTRACTOR AUTHORIZED SIGNATURE: _____

Printed Name & Title: _____

SUBMITTED ON: _____, 2020