

Request for Proposal

Greenspace Landscaping Care and Maintenance

The Office of the Executive Director, on behalf of the Maine Legislature (Owner), is soliciting services of labor, materials, and fully comprehensive work to perform landscaping care and maintenance, and other related works as required, of the greenspace at the State House complex.

“Greenspace” refers to the water feature, plantings, and sitting area located immediately southwest of the State House, between the State House and the Cultural Building.

Landscaping care and maintenance includes, but is not limited to, planting, edging, mulching, weeding, pruning and general cleanup and maintenance of specified areas. The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable.

The work to be performed will be administered in a minimum of three visits, spring, mid-summer, and fall, and at other times as requested by the Owner.

Prior to bid submissions, access to the work sites will be limited to site surveys for purposes of pricing and requirements review.

All questions regarding this Request for Proposal (RFP) must be emailed to the Maine Legislature’s Facility Manager identified below by **March 16, 2026, no later than 5:00 p.m., local time**. A compiled list of questions and answers will be posted to the Office of the Executive Director’s Bid Opportunities page (<https://legislature.maine.gov/execdir/bid-opportunities/9074>) by 5:00 p.m., March 18, 2026.

Proposals must be emailed to the Maine Legislature’s Facility Manager identified below by **March 23, 2026, no later than 5:00 p.m., local time**.

Nathan Maurais, Facilities Manager
Office of the Executive Director of the Legislative Council
Telephone: (207) 287-1615
nathan.maurais@legislature.maine.gov

Each bid shall be valid for a period of at least thirty calendar days from the date it is received by the Facilities Manager. The bid expiration date may be extended in unusual circumstances by mutual consent of the Bidder and the Owner. The bid amount shall not be modified due to the bid expiration date extension.

The Owner is exempt from the payment of Maine State sales and use taxes as provided in 36 M.R.S. §1760 (1). The Contractor and Subcontractors shall not include taxes on exempt items in the bid.

The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

1. GENERAL REQUIREMENTS

- Bidders shall include in their bids all materials necessary for a fully comprehensive project, unless otherwise specified. All materials used should be of high quality. Inferior materials will not be accepted. Unaccepted/rejected materials will be at the cost of the contractor. The selected contractor may seek pre-approval of materials to be used if so desired.
- The selected contractor will be responsible for the protection of structures and property and will be responsible for any damages to surrounding structure or property in the work area that is caused by the Contractor's work.
- The bid shall include the following documentation.
 - Labor, equipment and material rates for additional work not specified in this Request for Proposal.
 - Sub-Contracting: In the event that a subcontractor is used for any portion of the project, it should be noted in the bid submission. NOTE: Sub-contracting is NOT a requirement for any part of the project.

Note: The selected Contractor will be required to provide proof of insurance before an agreement will be executed.

2. SCOPE OF WORK

- The spring visit is to occur as soon as possible, but no later than May 8th, 2026, and will include the following:
 - Removal of leaves, branches, and all other over wintered/blown in debris from beds and sitting area.
 - Trimming, pruning and fertilization of plantings to maintain overall health and aesthetic quality.
 - Edging and weeding of planting beds.
 - Mulching of beds with a dark brown aged mulch to a depth of 3 inches. The mulch is to be kept 2 inches down from the top of the edged perimeter, and 2 to 4 inches from the base of the trees.
 - The water feature will be flushed, cleaned, rocks arranged, and pump activated at the start of the season. Fountain jets will be adjusted once the pump is in operation.
- The mid-summer visit is to occur in late July or early August and will include the following:
 - Touching up of edging surrounding planting beds, weeding of perennial beds and pruning of plantings as needed to maintain overall health and aesthetic quality.
 - Maintenance of the birch tree canopy to a uniform height, no less than 6 feet from the ground.

- Fall cleanup will occur at the end of the growing season, prior to the second week of November, and includes the following.
 - Weeding of planting beds and cutting down of ferns and other perennials.
 - Pruning of other plantings as needed to maintain overall health and aesthetic quality.
 - The fountain will be shut down and winterized.

All weeds, branches, and debris generated during the visits will be hauled off site by the Contractor.

The pruning and removal of dead or stray branches from trees in the greenspace will be performed by the Contractor as needed.