RFQ Landscape Maintenance

1.0 TIMELINE FOR THIS RFQ

OPD5 has developed the following list of key events related to this RFP.

All dates are subject to change at the discretion of OPD5.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ issued</td>
<td>10/15/2019</td>
</tr>
<tr>
<td>Deadline for questions</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:contracts@OPD5.com">contracts@OPD5.com</a></td>
<td></td>
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<tr>
<td>Latest date and time proposal may be submitted</td>
<td>1/8/2020 12:00 p.m. PST</td>
</tr>
<tr>
<td>Evaluation of proposals (estimated date)</td>
<td>Week of 1/13/2020</td>
</tr>
<tr>
<td>Notice of Intent to Award (estimated date)</td>
<td>Week of 1/15/2020</td>
</tr>
<tr>
<td>Execution of contract (estimated date)</td>
<td>Week of 1/20/2020</td>
</tr>
<tr>
<td>Contract start date (estimated date)</td>
<td>2/01/2020</td>
</tr>
<tr>
<td>Contract end date (estimated date)</td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>

2.0 PROPOSAL CONTENTS

2.1 Technical Proposal. The technical portion will detail what services are to be provided on a weekly, quarterly and yearly basis. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

a. Service Provider’s name, address, telephone, fax numbers and e-mail address, and federal tax identification number. Note that if Service Provider is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
b. Name, title, address, telephone number, and email address of the individual who will act as Service Provider’s designated representative for purposes of this RFP.

c. Include a work history, qualifications and references.

2.2 **Cost Proposal** The following information must be included in the cost proposal.

   i. A full explanation of all budget line items in a narrative entitled “Budget Justification.”

   ii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

3.0 **SUBMISSIONS OF PROPOSALS**

3.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section above. Expensive bindings, color displays, and the like are not necessary. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.

3.2 The Service Provider must submit its proposal in two parts, the **Technical Proposal** or your own schedule of duties and the **Cost Proposal**.

   a. The Service Provider must submit one (1) original of the technical proposal. The original must be signed by an authorized representative of the Service Provider. The Service Provider must write the RFP title and number on the outside of the sealed envelope.

   b. The Service Provider must submit one (1) original of the cost proposal. The original must be signed by an authorized representative of the Service Provider. The Service Provider must write the RFP title and number on the outside of the sealed envelope.

3.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:

    Overton Power District #5
    Becky LaGrow
    PO BOX 395
    615 N. Moapa Valley Blvd
    Overton, NV 89040-0395
3.4 Late proposals will not be accepted.

3.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g., FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

4.0 OFFER PERIOD

A Service Provider's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, OPD5 reserves the right to negotiate extensions to this period.