



Stantec

482 Payne Road
Scarborough, Maine 04074
Phone: (207) 883-3284

January 30, 2012

TO WHOM IT MAY CONCERN

Subject: **ecomaine** Service Elevator Repair Work

Encl: (1) Proposal Instructions – Located on **ecomaine** web site
(2) **ecomaine** Bid Form w/ associated Proposal Data Items – Located on **ecomaine** web site
(3) General Terms and Conditions – Located on **ecomaine** web site
(4) Stantec Technical Specifications – Located on **ecomaine** web site
(5) **ecomaine**'s Draft Service Contract – Located on **ecomaine** web site with Technical Attachments

ecomaine is a non-profit waste management company with operations on Blueberry Road in Portland, Maine. Currently **ecomaine** wants to perform Service Elevator Repair Work prior to a scheduled spring 2012 outage. Stantec has been engaged by **ecomaine** as their Owner's Engineer to solicit proposals to engineer and perform this work. In addition, Stantec will evaluate all proposals to perform the desired work received and make source selection recommendations to **ecomaine**.

It is **ecomaine**'s intent to award a Service Agreement for the subject project no later than February 17, 2012. To support this effort, we hereby solicit your company to submit a proposal in accordance with the requirements of enclosures (1) through (5) of this solicitation with a base scope project completion prior to March 23, 2012, as more fully described in the RFP documents.

There is pre-bid meeting scheduled for 10:00 am Thursday, February 2, 2012, at the **ecomaine** facility.

To ensure a fair, accurate and complete evaluation of all proposals, you are directed to the Proposal Instructions provided in Enclosures (1) and (2). These documents provide additional information regarding **ecomaine**'s contracting approach plus detail requirements for proposal submittal. Enclosures (3) through (5) comprise the documents which will make up the technical and commercial requirements of the anticipated Service Contract to perform the solicited work. All RFP documents are housed on the **ecomaine** web site and may be accessed as follows:

<http://www.ecomaine.org/commercial/index.shtm#rfp>

All proposals in response to this inquiry shall be submitted in strict accordance with the instructions provided in enclosures (1) and (2), shall be valid for a period of 60 days and shall be due no later than 4:00 pm Eastern Time on:

February 10, 2012

All correspondence related to this inquiry should be addressed to the undersigned at (207) 887-3400 or by e-mail, lou.asali@stantec.com.

Sincerely,

Louis A. Asali
Procurement Manager

