

Oxford County, Maine



Request for Proposal for MAINTENANCE and MARKETING Of Communication Towers

The purpose of this document is to provide interested parties with the information needed to prepare and submit a proposal for the maintenance and marketing of county-owned towers.

May7, 2026

Proposal Due Date: 12:00 PM May 26, 2026

Deliver Proposals to:
Maintenance and Marketing
Geoffrey Inman, Director,
Oxford County Regional Communications Center
P.O. Box 179
South Paris, ME 04219

REQUEST FOR PROPOSAL

MAINTENANCE and MARKETING MANAGEMENT

BACKGROUND

Oxford County Regional Communications Center (OCRCC) owns certain communications towers and uses these properties, in part, for the installation and operation of various forms of radio and telecommunications antennas, equipment, and systems, currently located in Sweden, South Paris, and Buckfield, Maine.

The County has radio and telecommunications antennas, equipment, and systems installed and operated at these Tower Facilities and desires to lease extra capacity space to other parties under licenses, leases, or other agreements between such other parties and the County.

The successful Maintenance and Marketing Bidder Company (Tower Manager), with expertise in communications-site facilities, desires to provide the County with Tower Managerial services for the safe and effective use of the Tower Facilities.

TERMS and SPECIFICATIONS:

1. *Independent Contractor* - The Tower Manager will act as an independent contractor for the County in the performance of its duties under this Agreement. The Tower Manager will, therefore, be responsible for the payment of all Federal, State, and local taxes arising out of or related to the compensation paid to the Tower Manager.

2. *Duties and Responsibilities of the Tower Manager –*
Primary Site contact: The Tower Manager will serve as the day-to-day and twenty-four-hour emergency tenant contact for all Licensees of the County with regard to the named County's Tower Facilities.

Initial tower inspection: In conjunction with the performance of these duties and responsibilities, the Tower Manager shall perform an Initial Site Evaluation and Monthly Site Inspections. The Initial Site Evaluation shall include: a site photo inventory of the Tower Facilities; an evaluation of and proposal for an effective means of identifying and coding each of the Licensee's equipment, a review of existing Tower Facilities licensing agreements, a meeting with the County regarding maintenance and emergency notification procedures and issues at which time the Tower Manager will provide a list of contacts and telephone numbers at which the Tower Manager can be reached at all times; and a written Initial Report to the County detailing the Initial Site Evaluation and providing recommendations.

Monthly Site Inspections: shall include a site visit, the date and time of such visit shall be coordinated with the County's designated contact, and at which time the Tower Facilities' generators shall be exercised and a written Report to the County regarding the status and condition of the Tower Facilities, operating issues, capital improvement projects and tenant issues, and any other issues that may need to be addressed.

Other specific maintenance responsibilities or other services, such as construction management, identification and coding of Licensee Equipment, or capital improvement projects, will be assigned on a case-by-case basis by the County Communications Director. The Tower Manager shall perform any of these tasks upon the County's request and as limited in scope by the County. In the event the County requires services for permitting or licensing, including FAA filings, the County may assign these tasks to the Tower Manager to perform for compensation at a reasonable hourly rate to be determined at the time of assignment.

3. Compensation - The County will pay the Tower Manager a fee for its various services in accordance with the following schedule:

A. Maintenance Management Services: Tower Manager's fee is set at the rate of \$ _____ per hour for work performed during regular business hours (weekdays from 8 a.m. until 6 p.m.) and at the rate of \$\$ _____ per hour plus mileage for evening and weekend emergency response work.

B. Licensing and Permitting Services: Tower Manager's fee will be at a reasonable hourly rate to be determined prior to the performance of the services.

C. Initial Site Inspection: Flat fee of \$ _____.

D. Monthly Site Inspections: Fee of \$ _____ per month. To the extent the County desires to exercise the generators for over two hours, the County shall pay the Tower Manager the same hourly fee as designated in Paragraph 3(A) for Maintenance Management Services for any work performed at the Monthly Site Inspections after the initial two hours.

E. New Cellular and wireless tenants: Once a cellular tenant installs at any of the named towers, Compensation 3A, B, and D will be void and the Tower Manager will be paid _____ % of the New Cellular tenant on a monthly basis.

F. Existing tenants: The Tower Manager will be paid _____ % of any existing tenants on the three named tower facilities.

G. Marketing Fees: \$ _____ (explain via attached exhibit)

All invoices will be payable within ten (10) days of the County's receipt of the invoice from Tower Manager.

4. *Term* - This agreement will be on a month-to-month basis, unless otherwise extended in writing by the parties, commencing on _____, 2026, and shall continue until terminated pursuant to Paragraph 5 below.

5. *Termination* - The County or Tower Manager may terminate this agreement at any time for any reason upon written notice to the other party. The agreement will terminate on the last day of the month in which notice was given. In the event of termination pursuant to this provision, the County will have no further obligations to the Tower Manager other than for payment for services performed by the Tower Manager, but not yet paid, prior to the termination of the contract. In the event of termination pursuant to this provision, the Tower Manager's duties of loyalty, confidentiality, and nondisclosure, as more particularly described in Paragraphs 7 and 8 of this Agreement, will continue after the expiration of this agreement. In addition, upon termination of this agreement by either party, the Tower Manager agrees to cooperate and meet with the County and other designated individuals at such reasonable times and places as are necessary to deal with and respond to issues that are related to the services performed by the Tower Manager pursuant to this agreement. The County agrees to compensate the Tower Manager for any such work performed post-termination in accordance with the hourly fee as established in Paragraph 3(A) of this Agreement.

6. *Confidentiality and Nondisclosure* - The Tower Manager shall not use for itself or others, and shall not disclose or allow its officers, agents or employees to disclose to others, any confidential or proprietary information (defined below) regarding this agreement, the services performed or to be performed pursuant to this agreement, or any confidential or proprietary information about the County, unless it first receives advance written permission from the County's Superintendent. The Tower Manager shall use reasonable diligence in protecting the confidentiality of all such information which is possessed by or made available to it.

Notwithstanding the foregoing, confidential or proprietary information shall not include the fact that Tower Manager has been engaged by the County, any information which is already public knowledge, and any information which the Tower Manager is reasonably required to disclose in order to perform the services contemplated by this agreement.

7. *Documents and Records* - All documents and records, made by, compiled by, or made available to the Tower Manager in the course of its engagement with the County, whether or not they contain proprietary information, are and shall remain the property of the County, and shall be delivered to the County immediately upon the termination of this agreement and/or at such other times as the County may request.

8. *Indemnity* - The Tower Manager agrees to defend, indemnify and hold harmless the County and its officers, directors, trustees, agents, assigns and employees from and against any and all losses, liabilities, damages, claims, proceedings, costs (including costs of defense and attorneys and professionals' fees incurred in defense or incurred in enforcement of this indemnity), expenses, demands, suits and causes of action arising out of the failure of the Tower Manager to perform its obligations under this Agreement or any act or omission of the Tower Manager or any party for whom the Tower Manager shall be responsible. The County agrees to defend, indemnify and hold harmless the Tower Manager and its officers, directors, trustees, agents, assigns and employees from and against any and all losses, liabilities, damages, claims, proceedings,

costs (including costs of defense and attorneys and professionals' fees incurred in defense or incurred in enforcement of this indemnity), expenses, demands, suits and causes of action arising out of the failure of the County to perform its obligations under this Agreement or any act or omission of the County or any party for whom the County shall be responsible.

BIDDING CONTRACTORS' QUALIFICATIONS-

Number of years in tower management: _____

24/365 available response: _____ (Y/N)

24/365 telephone contacts: _____

Existing Management/Marketing referrals (Name and telephone contact):

1) _____

2) _____

3) _____

Other existing communications tower sites owned or managed in Oxford County:

Other pertinent experience (attach a separate exhibit)

PARTIES and CONTACTS:

County: Oxford County Communications Center
Geffrey Inman, Director
PO Box 179
26 Western Ave
South Paris, ME 04281

Bidding Company/contacts:
