



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**King Hall Alarm Panel/System Upgrade**

<b>Date:</b>	<b>19 April, 2017</b>
<b>Pre-Bid Meeting</b>	<b>05 May, 2017</b>
<b>Proposals Due On:</b>	<b>19 May, 2017 by 2:00 p.m.</b>
<b>Return Sealed Proposal To:</b>	<b>Kennebec Valley Community College Attn: Kevin Casey, Dean of Technology &amp; CSO 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207) 453-5141 or 877-4555</b>
<b>Email:</b>	<b>kcasey@kvcc.me.edu</b>



## Competitive Bid Request for Proposal King Hall Fire Alarm/System Upgrade

### 1.0 Overview

Kennebec Valley Community College (KVCC) is requesting proposals for an upgrade to its existing Alarm Panel and associated endpoints for its King Hall building on the College's Fairfield campus. This alarm panel system must provide adequate sensor and alarm capabilities (smoke, elevator recall, strobe light, alarm horns), with a Potter P300 addressable alarm panel or recommended equivalent. The panel system must be sized for current sensor/alarm needs, and be expandable for future growth. All work performed and equipment utilized must conform to local, state and federal guidelines and industry standards.

A detailed explanation of the scope and specifications is contained in **Section 4.0, Requirements and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 6.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to Enclosure 1: **Standard Terms and Conditions Applicable to All MCCS Contracts**.

### 2.0 Introduction / Background Information

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule

Proposal Due On: 19 May, 2017 by 2:00 p.m.  
Pre-bid Meeting and Building Walkthrough: 05 May 2:00 p.m.  
Review of Proposals: 23 May, 2017  
Notification of Award: 29 May, 2017

## 4.0 Requirements/Specifications

The successful bidder will:

1. Furnish all materials, labor, equipment and related services required to install, configure and test an upgraded, turnkey monitoring and alarm system suitable for fire/smoke, alarm horn, intrusion, emergency lighting and sprinkler systems.
2. Provide a solution to bring all King Hall fire pull stations within compliance and general safety standard, including but not limited to ADA compliance.
3. Perform semi-annual fire alarm inspections and alarm panel testing, visual inspection of all devices.
4. Perform annual fire alarm testing of all devices per NFPA 72, 2016 Edition or current code, including all alarm panel functions, battery load test, charging circuit test, operation and supervision of all devices, phone lines and communication verification, external power supply supervision and functions.

The successful proposal will include:

- A clearly stated warranty and warranty period within industry norms
- All appropriate licenses required to design, install and maintain an alarm system of the type described in this RFP
- A clear installation and implementation plan, indicating roles and schedule
- A written training plan that includes programming, configuration and testing of the proposed system

Other Important Information:

Before commencing work under the Services Agreement, the successful Proposer shall produce evidence satisfactory to the College that it and its subcontractors, if any, have secured public liability, automobile and workers' compensation insurance coverage (and for professional service contracts, professional liability insurance coverage) as set forth in RIDER B.

## 5.0 Examination of Specifications

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 6.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey, Dean of Technology and CSO, KVCC  
92 Western Avenue, Fairfield, Maine 04937  
(207-453-5141) *or via email at* [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## 7.0 Preparation and Submission of Bids

KVCC seeks a Proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal should include:

- The contractor's name(s)
- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than 19 May, 2017 by 2:00 p.m. (EST)** .

All proposals are to be clearly marked "King Hall Fire Alarm/System Upgrade" and submitted to:

Mail proposals to:

Kennebec Valley Community College  
Attn: Kevin Casey, Dean of Technology and CSO  
92 Western Avenue  
Fairfield, Maine 04937

Deliver proposals to:

103 King Hall  
92 Western Ave  
Fairfield, Maine

Proposals may also be e-mailed to [kcasey@kvcc.me.edu](mailto:kcasey@kvcc.me.edu).

## 8.0 Bid Review/Evaluation

The College will evaluate bids based upon the following criteria:

1. Technical ability to meet the outlined specifications
2. Bidder's approach, experience and reference input
3. Price

KVCC reserves the right to reject any and all proposals submitted.

## **9.0 Withdrawal of Bids**

All proposals must be valid for at least fifteen (15) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

## **10.0 Taxation and Compliance**

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated:

By:  
Kennebec Valley Community College  
Kevin Casey, Dean of Technology and CSO  
92 Western Avenue  
Fairfield, Maine 04937

Enclosure: 1. Standard Terms and Conditions Applicable to All MCCS Contracts

19 April, 2017

Kennebec Valley Community College  
Competitive Bid Request for Proposal  
King Hall Fire Alarm/System Upgrade  
**Enclosure 1**

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS  
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

**KVCC DOES NOT AGREE TO:**

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.