



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Window Covering Project

Date:

Proposal Due On:

Return Proposal To: **Mike Marcoux**
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

Or by Email to: mmarcoux@kvcc.me.edu

Phone: 207-453-5036

Competitive Bid Request for Proposal

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Competitive Bid Request for Proposal Window Covering Project

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals from companies/professionals experienced and qualified to provide an estimate for a window covering project in the Carter Hall Multi-Purpose Center.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college in Fairfield, Maine offering technical, career, and transfer education in addition to customized training for businesses and industries. Ranked among America’s best two-year colleges, Kennebec Valley Community College offers more than 35 programs and is recognized as the best value in higher education. The college has invested nearly \$25 million over the past three years, opening a new campus, upgrading infrastructure, expanding program offerings, and ensuring the highest-quality instruction. More than 94 percent of KVCC graduates find jobs in their field or continue to a four-year college or university. KVCC provides an affordable and practical path to success with small class sizes, excellent support services, and flexible scheduling. KVCC has the lowest tuition in New England, yet most students receive generous financial aid packages to cover the cost of tuition and fees.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	November 28, 2016	
Please email all questions to:	mmarcoux@kvcc.me.edu	
RFP Deadline	December 14, 2016	5:00 P.M. EST
Award Decision	December 16, 2016	5:00 P.M. EST

4.0 Agreement

The College may terminate this agreement, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid reasonable costs on work that has been performed to the time of termination. The Contractor shall promptly submit an invoice of its termination claim for payment.

5.0 Submission of Bids

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: December 14, 2016 by 5:00 p.m. (EST)** .

All proposals are to be marked “KVCC Window Covering Project” and submitted by mail or email to:

Mike Marcoux
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937
Email: mmarcoux@kvcc.me.edu

6.0 Scope of Services

The scope of services set forth in this RFP represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The scope of services set forth in this RFP is an outline of services the College believes will be required for the successful completion of this project. The precise scope of services shall be negotiated between the College and the successful Proposer.

Scope of Services:

- Window Coverings: Motorized Blinds for 18 windows in the Multi-Purpose Center in Carter Hall
- 3% Sheerweave, 2400 fabric with 1 RTS 5 channel wall switch.
- KVCC will provide electricity to the panel in this space.
- Vendors will need to visit the site for proper measurements of the windows being covered.
- The award of this project will be determined on December 16, 2016. The precise scope of this project will be completed between KVCC and the vendor during the week of December 19th.
- Start Date for this project will begin after the blinds and parts have been ordered (6 weeks) at the earliest date of February 1st, 2017. The completion date for this project (all blinds installed and functional) by March 17, 2016. No extensions will be permitted as the College is hosting a large event in this space during the week of March 13, 2017.

7.0 Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- A. The College will appoint an evaluation team to evaluate proposals, and to recommend award of a contract with the Proposer, which meets the best interests of the College. The College shall not in any event be required or constrained to award the Agreement to the Proposer on the basis of price alone. The College may award an Agreement on the basis of initial proposals received, without discussion; therefore, each initial proposal should contain the Proposer's best terms from a cost and technical standpoint.
- B. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.

8.0 Instructions for Preparing Proposals

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

Section 1: Basic Submittal Information and forms

- A. Letter of Intent: This letter will summarize the proposed approach and will indicate that the proposer understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed one page in length.
- B. Proposer Certification form – (Attached below)
- C. Contractor's Qualification Statement (attached below)

Section 2: Organization, Experience & Staff qualifications

- A. Organization Credentials: Provide a description of proposers experience which qualifies you to provide the services identified in Proposal Specifications section.
- B. Staff Credentials: List experience and qualifications of each staff member within the firm who will be assigned to this project.
- C. Current References: The firm will provide a listing of three (3) clients it has served who can serve as references. The listing shall include name of the client, the name of the contact person, address, email, and telephone number.

Section 3: Fee Structure

Provide a fee and expense proposal for the cost of services. The proposal fee should include:

- an hourly rate for professional services
- a per diem amount for travel expenses (meals and lodging).
- A maximum contract total that includes everything necessary for the execution and completion of the Agreement (contractor will be paid for hourly services and per diem travel, but this maximum contract total will be a total which will not be exceeded for the term of the contract).
- Payment will be rendered at the completion of this project.

PROPOSAL CERTIFICATION

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

State of Incorporation _____

Tax ID Number _____

Email _____

Date _____

CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: Kennebec Valley Community College

Submitted by: Name: _____ () Corporation

Address: _____ () Partnership

Principal Office: _____ () Individual

(Note: Attach separate sheets as required.) () Joint Venture

() Other

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

If applicable:

Former business name: _____ # Years: _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

3). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Worker's Compensation insurance policy number: _____

Name of company: _____ Policy amount: _____

7. Comprehensive General Liability policy number: _____

Name of company: _____ Policy amount: _____

(\$500,000 combined single limit minimum)

Kennebec Valley Community College, will be named additional insured for General

Liability coverage if our firm is awarded the bid? Yes _____ No _____

(A "No" answer will disqualify your bid.)

8. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: _____

Name of Company: _____

By: _____

(Authorized Signature)

Title: _____

9.0 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: