



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

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

**Walkway Removal, Replacement and  
Electrical Conduit Installation**

|                                    |   |
|------------------------------------|---|
| <b>Date:</b>                       | <b>August 1, 2019</b>   |
| <b>Site Walk-thru (Mandatory):</b> | <b>By Appointment</b>   |
| <b>Proposal Due On:</b>            | <b>August 16, 2019</b>  |
| <b>Return Proposal To:</b>         | <b>Mike Marcoux, Facilities Operations Specialist<br/>Kennebec Valley Community College<br/>92 Western Avenue<br/>Fairfield, ME 04937</b> |
| <b>Telephone:</b>                  | <b>(207) 557-1128</b>   |
| <b>Email:</b>                      | <b><a href="mailto:mmarcoux@kvcc.me.edu">mmarcoux@kvcc.me.edu</a></b>   |

**Competitive Bid Request for Proposal**  
**Walkway Removal, Replacement & Electrical Conduit Installation**

**Table of Contents**

1.0 Introduction..... 2

2.0 Background ..... 2

3.0 Schedule / Modifications ..... 2

4.0 Examination of Specifications and Schedule..... 2

5.0 Submission of Bids ..... 3

6.0 Scope of Services ..... 3

7.0 Contractor’s Insurance ..... 4

8.0 Interpretation of Contract Documents ..... 4

9.0 Bid Review and Evaluation ..... 5

10.0 Preparation of Bids..... 5

11.0 Withdrawal of Bids ..... 5

12.0 Taxation and Compliance..... 5

13.0 Prohibited Terms and Conditions ..... 6



## Competitive Bid Request for Proposal Walkway Removal, Replacement, & Electrical Conduit Installation

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals for the removal and replacement of a walkway and installation of an electrical conduit for lighting for its Fairfield Campus located at 92 Western Avenue, Fairfield, Maine.*

Duration of the contract will be based on a mutually agreed upon timeline and completion date.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. 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 8.0, 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.

### 2.0 Background

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 / Modifications

| Description                     | Day/Date       | Time           |
|---------------------------------|----------------|----------------|
| RFP Issued                      | 07/31/2019     |                |
| Pre-bid Walkthrough (Mandatory) | By Appointment | By Appointment |
| Proposals Due On                | 08/16/2019     | 3:00 p.m. EDT  |
| Award Decision & Notification   | 08/19/2019     |                |

### 4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. 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.

## 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 August 16, 2019 by 3:00 p.m. (EDT)**.

All proposals are to be marked "WALKWAY/CONDUIT" and mailed to:

Mike Marcoux  
Facilities Operations Specialist  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

or via email at [mmarcoux@kvcc.me.edu](mailto:mmarcoux@kvcc.me.edu) with the subject line: "Walkways and Electrical Conduit".

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (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 precise scope of services shall be negotiated between the College and the successful Proposer.

The successful bidder will supply all materials and labor for the removal and installation of one (1) walkway and one (1) electrical conduit. Include with proposal any and all warranties for walkway construction and materials.

The Contractor shall:

- a. Be responsible for furnishing all supervision, labor, equipment, tools, supplies, facilities, and services required to perform the work including quality control, all required documentation at the conclusion of the project, warranting its work and performing all other work indicated in the contract
- b. Procure the materials required for the removal and replacement of the walkways
- c. Dispose of all excavated materials and comply with hauling and disposal regulations of authorities having jurisdiction
- d. Have the ability to work effectively with minimum supervision
- e. Make all preparations to secure and protect the surrounding areas
- f. Not store any removed items or materials on site without prior approval from KVCC officials

General Specifications for walkways:

- g. Remove existing walkway material
- h. Excavate area to a depth of 20 inches
- i. Base shall be ¾-inch stone with a depth of 12 inches (compacted)
- j. 2 inches of high-density square edge Styrofoam 4-foot by 8-foot panels
- k. #4 rebar placed with a 16-inch grid pattern wired together with rebar support chairs using mutually agreed upon support chairs

- l. Concrete mix shall be 4000 (minimum) psi LP class concrete
- m. Concrete depth of 6 inches
- n. Edge concrete slab with edging tool
- o. Cut expansion joints in 5-foot increments
- p. Finish--broom finish using a medium bristled broom
- q. Finished concrete shall be slightly above the lawn elevation
- r. Repair lawn area around new walkway and any surrounding lawn areas that were disturbed during construction
- s. Seed and mulch disturbed lawn areas using hay

Additional Specifications for Carter Hall east walkway lower level

- a. Dimensions of walkway
  1. 5-foot 6-inch width
  2. Total lineal feet outside dimensions: 134 feet
  3. Total lineal feet inside dimensions: 126 feet
  4. 745 square feet
- b. Add foam where new concrete meets existing brick paved patio

Excavation of Lawn and Parking lot for installation of new ¾-inch electrical PVC conduit for parking lot lights

- a. Excavate trench, approximately 280 feet (to include cutting asphalt in parking lot)
- b. Depth of trench shall be no less than 4 feet
- c. Backfill with 6 inches of sand for base
- d. Install ¾-inch PVC electrical conduit (all fitting glued with high strength PVC glue)
- e. Backfill over conduit with 6 inches of sand
- f. Compact material every 12 inches
- g. Patch parking lot trench with 3 inches of base layer and 1 inch of finish base asphalt establishing a grade slightly higher for compaction and settling

**7.0 Contractor's Insurance**

The Contractor shall maintain throughout the term of the agreement general liability insurance insuring against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

**8.0 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

KENNEBEC VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 453-5019

before the proposal due date and submitted to:

Mike Marcoux  
Walkways and Electrical Conduit  
Kennebec Valley Community College  
92 Western Avenue, Fairfield, ME 04937  
or via email at [mmarcoux@kvcc.me.edu](mailto:mmarcoux@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.

## **9.0 Bid Review and 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. Cost, to include any and all discounts
- B. Technical ability to meet the outlined specifications

## **10.0 Preparation of Bids**

KVCC seeks the 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 shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing.
- Company specific terms and conditions

## **11.0 Withdrawal of Bids**

All proposals must be valid for at least thirty (30) 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.

## **12.0 Taxation and Compliance**

Maine Community College System d/b/a Kennebec Valley Community College 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.

KENNEBEC VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 453-5019

### 13.0 Prohibited Terms and Conditions

#### **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.