

NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Christie Room 215 Air Conditioner
August 2022

Northern Maine Community College is currently accepting proposals to size, furnish and install an air conditioner for a lab area on campus. Room Christie 215 is a 2nd (top) floor biology lab with 1500 sq ft with west facing windows. The space currently has a unit ventilator with a fresh air intake of an estimated 500 CFM of outside air. The proposed air conditioner unit can be a ducted or ductless air conditioner as long it can appropriately cool the space. The air conditioner will need to be installed with hard wired controls mounted within the room.

Contractor Responsibilities:

- Site Visit
- Determine existing conditions
- Coordinate exact locations
- Provide cleanup for associated work
- Obtain all required permits
- Follow all applicable OSHA and DEP rules and regulations
- Provide all required OSHA documentation (programs, procedures, etc)

Please provide a proposal to include supplying a sized air conditioner or heat pump, all necessary refrigeration lines, install roof mounted compressor unit (curb supplied by others), all necessary electrical and condensate routing including all required materials such as all electrical wiring, condensate lines, and new breakers for the existing electrical panel. Bids shall include all selected equipment specifications including condenser weight. Roof location of the condenser shall be mutually agreed to by NMCC and the selected vendor/contractor.

RFP Estimated Timeline:

8/1/2022 – Request for Proposals will be distributed.
8/9/2022 – Due date for any clarification questions.
8/11/2022 – Final date for proposal submittal, 2pm deadline.
8/12/2022 – Estimated date of vendor award.
Start date – upon completion of contract

All questions and bids related to this request for proposals should be directed by email to jedgecomb@nmcc.edu and lgriffin@nmcc.edu. The subject of the e-mail should clearly state "Questions: Christie 215 Air Conditioner." Deadline for questions is August 9, 2022. Questions and responses will be posted on our website: <http://www.nmcc.edu/about-nmcc/news-info/rfps/>. It is the College's intent to respond to all questions within 1 business day. It will be the vendors' responsibility to check this site for updates.

Proposals will be reviewed and a selection will be made using the following criteria:

Factor	Weight
Total proposed price	40%
Effectiveness and efficiency of product proposed	25%
Completion date	25%
Proposal completeness and readability	10%

The college is seeking December 30, 2022 completion date. The start date will be upon full execution of the contract with the selected contractor. **Proposals are due back to the college no later than August 11, 2022 at 2:00pm.** If you have any questions concerning this request please direct them to Lee Griffin (207) 227-4937 or email lgriffin@nmcc.edu or Julie Edgecomb-Clark jedgecomb@nmcc.edu.

Proposals can be emailed lgriffin@nmcc.edu and jedgecomb@nmcc.edu or delivered/mailed to:

Northern Maine Community College
Technology & Facilities
33 Edgemont Drive
Presque Isle, ME 04769

The college reserves the right to reject any or all bids and also reserves the right to be satisfied with quality of services provided.

This RFP shall be referenced in, and considered part of, any final contract.

See attached Notice to Bidders.

**NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Christie Room 215 Air Conditioner RFP – 2022**

To: Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769

From: Contact Person: _____

Company/Address: _____

Phone #: _____ Fax #: _____

Email: _____

Having carefully examined:

Christie Room 215 Air Conditioner RFP, including its attachments, and completed a site visit.

We, the undersigned, propose to perform the services described in the amount of:

Material Total Cost \$ _____

Labor Total Cost \$ _____

Grand Total \$ _____

Signed by: _____

Bid Deadline: August 11, 2022

Completion Date: December 30, 2022

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following 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 the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS 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 MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
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;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; 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 the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background 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 MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

