

NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Electrical Service Work

Northern Maine Community College is currently accepting proposals for contracted electrical service work on campus. Currently the College is looking for fully qualified electrical contractors to provide fully insured services for repairs, small projects, equipment upgrades, and other building improvements on our campus. The successful/selected contractor will be required to complete all work adhering to all safety regulations and codes. The contract will be awarded for a 3-year term with possibility of extending for two one-year terms.

Scope of work:

The contractor shall provide all necessary labor, materials, equipment and supervision for all work completed on campus. Typical work will include, but is not limited to scheduled project or repair work including installation of new electrical circuits, replacement of lighting ballasts, drivers, lighting fixtures, and other standard commercial electrical infrastructure repairs and upgrades. This work would be conducted during standard business hours Monday through Friday. In addition to the scheduled project and repair work the College is requesting a proposal for emergency call-in repairs which could happen during nights and weekends. The College is requesting the proposals to be done on an hourly rate. Billing will be done as per job, on a time and materials basis.

Insurance and Compliance:

The contractor must be fully insured and provide proof of coverage, including general liability, workers' compensation, and any other necessary insurance. All work must comply with local, state, and federal electrical codes and regulations.

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)

Following the initial review of bids received, the College may request secondary information including a business profile, detailed list of similar projects, and a list of references. References may be contacted by a College representative.

All proposals and secondary information will be reviewed and one contractor will be selected based on the following:

Factor	Weight
Scheduled Project Rates	30%
Emergency Repair Rates	30%
Compatibility with College standards and practices	30%
Proposal Quality, Detail and Organization	10%

Proposals are due back to the October 24, 2025. Bids received after that time will not be accepted. If you have any questions concerning this request please direct them to Julie Edgecomb-Clark jedgecomb@maineccc.edu. Proposals can be emailed to Julie Edgecomb-Clark jedgecomb@maineccc.edu with the subject: Proposal- Electrical Services RFP or dropped off clearly marked "Proposal- Electrical Services RFP" at 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.

Bid Form
Northern Maine Community College
Electrical Service Work

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

From: _____

Contact name & number: _____

Having carefully examined:

The Electrical Service Work Request For Proposals, including its attachments, and completed a site visit, the undersigned proposes to perform the services described in the amount of:

Annual hourly rate for Scheduled Projects and Repairs	
Master Electrician	\$
Journeyman Electrician	\$
Helper	\$
Addition fees	\$
Annual hourly rate for Emergency Repairs	
Master Electrician	\$
Journeyman Electrician	\$
Helper	\$
Additional fees	\$

Signed by: _____

Bids Due: October 24, 2025 at 2:00pm

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.