

NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Mechanical HVAC Equipment Service Work
April 2022

Northern Maine Community College is currently accepting proposals for contracted mechanical equipment service work on campus. The college is seeking proposals to establish a mechanical contract for scheduled and emergency service. The contract will consist of scheduled projects; scheduled repair work including installation of new HVAC filters, drive belts and pulley, louver inspections; and overall inspection and preventative maintenance of other standard commercial mechanical infrastructure. Proposals shall detail rates for work conducted during standard business hours Monday thru Friday. Proposals shall also include rates for nights and weekends emergency call in repairs. **Contractor selection will be based on hourly rates** – the required Bid Form is attached. Payment will be processed upon receipt of invoice and completion of work billed. Billing will be done on a per job on a time and materials basis.

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)

Proposals are due back to the college by 05/6/2022. Bids received after that time will not be accepted. 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 jeclark@nmcc.edu.

Proposals can be emailed to lgriffin@nmcc.edu and copied to jeclark@nmcc.edu.

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
Mechanical HVAC Equipment Service Work**

Bid Form

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

From: Contact Person (Print and Sign) _____

Company/Address: _____

Phone #: _____ Fax #: _____

Email: _____

Having carefully examined:

Mechanical HVAC Equipment service work RFP, including its attachments, and completed a site visit.
We, the undersigned, propose to perform the services described in the amount of:

May 1, 2022 thru June 30, 2023

Schedule Project and Repair Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

Emergency Service Work Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

July 1, 2023 thru June 30, 2024

Schedule Project and Repair Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

Emergency Service Work Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

July 1, 2024 thru June 30, 2025

Schedule Project and Repair Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

Emergency Service Work Hourly Rate

Mechanical Service Technician \$ _____ per hour
Helper \$ _____ per hour

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, 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; and
9. Automatic renewals for term(s) greater than month-to-month.

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 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 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.