



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

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

Conference Room Furniture

Date: February 26, 2018
Proposal Due On: March 12, 2018
Return Proposal to: Kathy Englehart, Academic Dean
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

Phone: 207-453-5117

Competitive Bid Request for Proposal

Conference Room Furniture

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Competitive Bid Request for Proposal Conference Room Furniture

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals from Furniture Providers for the purchase of new Conference Room Furniture for King Hall.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope & Specifications**. 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 6.0, 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.

Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All M CCS Contracts**.

2.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	02/26/2018	
Proposals Due On	03/12/2018	4:00 P.M. EST
Award Decision & Notification	03/14/2018	

Contacting references may require this period to be extended

3.0 Scope & Specifications

3.1 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 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.2 Scope

To supply and deliver eight flip top tables with casters, seventeen task chairs, and three post leg tables with

casters to King Hall on the KVCC Fairfield Campus. The Conference Room Furniture will be used for meetings.

3.3 Specifications for Conference Room Furniture

The eight flip top tables will be 30" x 60" with a wood laminate finish, and casters for carpeted floors. The seventeen task chairs will be of the Herman Miller Setu style with casters for carpeted floors. The three post leg tables will be 24" x 48" with a wood laminate finish and casters for carpeted floors.

4.0 Bid Review and Evaluation

Proposals will be evaluated by the following criteria:

- a. Cost (including any and all discounts)
- b. Specification match
- c. Warranty
- d. Serviceability
- e. References
- f. Comparative analysis of proposals

5.0 Examination of Specifications

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. 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.

6.0 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 before the proposal due date and submitted to:

Kathy Englehart, Academic Dean, KVCC
92 Western Avenue, Fairfield, Maine 04937
(207-453-5117) *or via email at kenglehart@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.

7.0 Preparation of Bids

KVCC seeks a 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 should include:

- The contractor's name(s)

- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed including for each attachment
- Company specific terms and conditions
- State and Municipal Discounts

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

8.0 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: March 12, 2018 by 4:00 P.M. (EST).**

All proposals are to be marked “Conference Room Furniture” and submitted by mail, email, or delivered to:

Kathy Englehart, Academic Dean
Kennebec Valley Community College
Frye Building-Rm 129
92 Western Avenue
Fairfield, ME 04937
Email: kenglehart@kvcc.me.edu

9.0 Withdrawal of Bids

All proposals must be valid for 30 days after the proposal due date, after which time proposal 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.

10.0 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:
February 26, 2018

By:
Kennebec Valley Community College
Kathy Englehart, Academic Dean
92 Western Avenue
Fairfield, Maine 04937

Enclosure: 1. Standard Terms and Conditions applicable to All MCCS Contract

February 26, 2018

Kennebec Valley Community College
Competitive Bid Request for Proposal
Conference Room Furniture

Enclosure 1

**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.