



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal

KVCC Alford Campus Summer Grounds Maintenance

Addendum 1
18 May, 2016

Please note the following changes and additional instructions to the KVCC Competitive Request for Proposal, KVCC Alford Campus Summer Grounds Maintenance Farm Trail, dated 10 May, 2016.

Section 4.0 Bid Review and Evaluation

1. Clarification of the Review, Evaluation, and Selection Process. Review and evaluation of the proposals submitted is by committee. The Selection committee is comprised of Maintenance and Administrative staff familiar with the Alford Campus and knowledgeable about grounds maintenance. The committee will review and evaluate each proposal and select a contractor to recommend to the Dean of Finance for award of the contract.
2. The intent of the selection committee is to be as fair as possible in selecting which contractor is best qualified and quantified to meet the stated specifications and expectations for the best possible cost.
3. Selection Process
 - a. The committee will first determine if the contractor is capable of meeting the contract requirements. The committee will consider the equipment lists, equipment age and condition, number of employees, and completeness of proposal in making this decision. Contractors determined by the committee to not be capable of performing the contract requirements will be eliminated from consideration. Proposals submitted that do not include a total contract cost, labor and equipment rates, and materials costs will not be considered for selection.
 - b. The second step will be for each committee member to evaluate each contractor based on references, inspection of work, value added features of proposal, previous performance, reputation, equipment, and any other quality deemed to have an impact on the selection. Each committee

member will each assign each contractor a grade with the maximum score being 100. Each committee member will provide a brief narrative explaining the assignment of their scores. The scores for each contractor will be averaged and this becomes the contractor's proposal score.

- c. Next, the total contract cost for each proposal will be given a score. Each contractor's bid submission is divided into the low bid and multiplied by 100. This becomes the contractor's bid score.
- d. The contractor's proposal score and bid scores are averaged and this becomes the contractor's comparison score for the basis of deciding the awarding of the contract.

Example of Selection Matrix

Contractor	A	B	C	D
Contractor capable of meeting requirements?	Yes	Yes	Yes	No
Proposal Score	85	90	99	No Score
Contract Bid	\$25,000	\$24,000	26,000	
Bid score = \$24,000/Contract Bid x 100 =	96	100	92	
Comparison Score= Proposal score + Bid score / 2 =	91	95	96	

- 4. The Selection Committee will do a final review to confirm the contractor with the best score is the best choice for the contract. The Selection committee chair will prepare a summary of the process and present the Selection committee's recommendation to the Dean of Finance. The Dean of Finance will make the final decision in awarding the contract.

Additional Instructions

- 1. Proposals must include a schedule of rates for additional Labor and Equipment.
- 2. Proposals must specify method for determining additional material costs. A material price list may be submitted or a percentage markup over cost may be utilized.
- 3. Chemicals may only be handled and applied by properly trained and certified individuals. Proper documentation must be provided to KVCC prior to bringing the chemicals onto the campus. The contractor is responsible for providing documentation for any subcontractors handling and applying chemicals on campus.
- 4. Receipt of this addendum must be acknowledged in bid.

Phil Newcombe
KVCC Facilities