



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

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

**Cleaning and Janitorial Supplies and
Custodial Training Services**

Date:	February 9, 2016
Pre-Bid Meeting:	March 3-4, 2016 Contact Michael Marcoux to schedule a pre-bid meeting
Proposals Due On:	March 17, 2016 by 2:00 p.m.
Return Proposals To:	Kennebec Valley Community College Attn: Michael Marcoux Facilities Maintenance Engineer 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207) 453-5036
Email:	mmarcoux@kvcc.me.edu

Competitive Bid Request for Proposal: Cleaning and Janitorial Supplies and Custodial Training Services

1.0 Overview

Kennebec Valley Community College (KVCC) is requesting proposals for cleaning and janitorial supplies and custodial training services at the Fairfield Campus located at 92 Western Avenue in Fairfield Maine, and the Alford Campus located off Route 201 in Hinckley, Maine. There will be one contract for both campuses; however, each campus is to be billed separately.

Duration of the contract will be for one year with fixed pricing, renewable twice with reasonable inflationary increases, and by mutual agreement. Inflationary increases will be reviewed and approved prior to renewing the contract. The contract for both campuses will be awarded to one contractor.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and 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 MCCA Contracts**.

2.0 Schedule

Pre-bid Meeting:	March 3-4, 2016
Proposal Due On:	March 17, 2016 by 2:00 p.m.
Review of Proposals:	March 18, 2016
Notification of Award:	March 21, 2016

Contacting references and inspecting past work may require this period to be extended.

3.0 Scope & Specifications

3.1 Background

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-three years.

3.2 Scope

Supply and deliver janitorial and cleaning supplies on both college campuses. Provide at a minimum four custodial training opportunities; two on campus and two off campus for custodial and maintenance staff.

3.3 Specifications

Please, refer to **Enclosure 2: Janitorial and Cleaning Supplies List**. KVCC will have no commitment to purchase all or any of the products specified in the supplies list. Please do not include any proprietary equipment or supplies in your price list as we will be purchasing non-proprietary equipment.

3.4 Price

Prices must remain fixed for one year; however, may be subject to reasonable inflationary increases by mutual agreement after year one. Pricing must not be subject to a minimum size order and must include transportation and delivery charges fully prepaid by the bidder to the college.

3.5 Delivery

Deliveries must be made in a timely manner, state estimated delivery days with your response. The Contractor will be responsible for the delivery of material in first class condition and in accordance with good commercial practice.

3.6 Training

A minimum of four training opportunities for the staff on product use and techniques; with trainings being held two on and two off campus. Additional training to be scheduled when new products are recommended and introduced.

4.0 Bid Review and Evaluation

Proposals will be evaluated by the following criteria:

- a. Total Price (including any and all discounts)
- b. Quality of Proposed Products
- c. Specification Match
- d. Delivery Schedule
- e. Training Opportunities
- f. Past Performance
- g. References
- h. Comparative Analysis of Proposals

5.0 Examination of Specifications and Schedule

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the equipment 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:

Michael Marcoux
Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

or via email mmarcoux@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
- Company specific terms and conditions

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 Bid

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 17, 2016 by 2:00 p.m.**

All proposals are to be clearly marked “Cleaning & Janitorial Supplies and Custodial Training Services” and submitted to:

Mail proposals to:

Kennebec Valley Community College
Attn: Michael Marcoux, Facilities Maintenance Engineer
92 Western Avenue
Fairfield, Maine 04937

Deliver proposals to:

Fairfield Facilities Office
92 Western Avenue
Fairfield, Maine
(Call (207) 453-5036 prior to coordinate delivery of proposal)

Proposals may also be e-mailed to mmarcoux@kvcc.me.edu.

9.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals 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 and training programs.

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 9, 2016

By:

Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937
(207) 453-5036
Email: mmarcoux@kvcc.me.edu

Enclosures: 1. Standard Terms and Conditions Applicable to All MCCS Contracts
2. Janitorial and Cleaning Supplies List

February 9, 2016

Kennebec Valley Community College
Competitive Bid Request for Proposal
Cleaning and Janitorial Supplies and Custodial Training Services
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.

February 9, 2016

Kennebec Valley Community College
Competitive Bid Request for Proposal
Cleaning & Janitorial Supplies
Enclosure 2

Please see attachment 2016 Cleaning & Janitorial Supplies List