



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Office of Strategic Procurement

<b>REQUEST FOR BIDS (RFB)</b>
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**ON-CALL MAINTENANCE SERVICES**  
**University of Maine**

**RFB # 03-14**

ISSUE DATE:  
August 22, 2013

BIDS MUST BE RECEIVED BY:  
September 12, 2013 2:00 pm

DELIVER BIDS TO:

University of Maine  
Purchasing Office  
Attn: Gary Haslam  
5765 Service Building  
Orono, ME 04469

## SECTION ONE

### 1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting through the University of Maine, is seeking bids for contractors to provide labor, equipment and materials pricing for on-call facilities maintenance services, which may include construction, for projects below \$50,000.
- 1.2 The University of Maine will hereinafter be referred to as the "University." Respondents to the RFB shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the contract is awarded shall be referred to as the "Contractor."
- 1.3 Scope of Work: The University is seeking contractors in the following four (4) service trades:
  - 1.3.1 Trade Class A Millwright Services at the University's Pulp and Paper Pilot Plant and off-site Forest Bioproducts Research Institute (FBRI) Tech Center in Old Town.
  - 1.3.2 Trade Class B Interior and Exterior Painting.

It is the University's intent to establish open contracts with bidders who have the specified experience, qualifications, staff, training, and equipment necessary to perform the work. A single contractor may receive awards for one or more of the service trades listed. However only one contract will be awarded for each of the service trades listed above. Award is not a guarantee of work. Contracts shall cover the actual needs of the University as determined by the Office of Facilities Management.

The initial term of the Contract(s) shall be for one (1) year. Quoted pricing for labor, equipment and material discounts shall be firm for the initial term. With mutual written agreement of the parties, the contract(s) may be extended for four (4) additional one (1) year periods.

Upon request, Contractors may be required to provide materials to perform the work.

Services are normally scheduled during regular business hours but may be needed on an emergency basis after hours and on weekends and holidays.

- 1.4 Evaluation Criteria: Award(s) will be made to the low bidder(s) provided criteria for experience and qualifications are met.
- 1.5 Award(s): The University reserves the right to award this bid on a schedule by schedule basis. Award(s) will be made to the most responsive, lowest cost and responsible bidder(s). The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids/submissions, in whole or in part and is not necessarily bound to accept the lowest bid//submission if that bid/submission is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are both in-state or both out-of-state, the award will be made to the bid that arrives **first** at the Purchasing Office
- 1.6 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days

of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.

- 1.7 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php). It is the responsibility of all bidders to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Gary Haslam  
University of Maine  
5765 Service Building  
Orono, Maine 04469  
(207) 581-2689  
Gary.haslam@maine.edu

The deadline for inquiries is September 4, 2013  
The University will respond to written inquiries not later than close of business, September 6, 2013.

- 1.8 Submission: A **SIGNED** original and one copy of the bid must be received at the Purchasing Office, University of Maine, Orono, ME 04469, in a sealed envelope no later than **2:00 P.M. local time, September 12, 2013**, for a public opening. The bid must be date/time stamped by the Office of Purchasing order to be considered.

Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. In the event of suspended University operations, the bid opening will be rescheduled for the next business day at the same time and location. Bidders may wish to check <http://www.maine.edu/alerts/> to determine if University operations have been suspended. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the University determines that circumstances require it.

**FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

- 1.9 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From	_____	_____	_____	_____	_____
	Name	Due Date	Time	Bid No.	Trade Letter

- 1.10 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.11 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.12 Debarment: Submission of a signed bid in response to this solicitation is certification that your

firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

- 1.13 Bid Validity: Unless specified otherwise, all bids shall be valid for ninety (90) days from the due date of the bid.
- 1.14 Non-Responsive Bids: The University will not consider non-responsive bids, i.e., those with material deficiencies, omissions, errors or inconsistencies.
- 1.15 Errors: Bids may be withdrawn or amended by bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.
- 1.16 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Purchasing Office. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to Purchasing Office in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFB #03-14

- 1.17 Authorization: Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Director of Strategic Procurement and it is not approved, valid or effective until such written approval is granted.
- 1.18 The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of accepting a contract under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

## SECTION TWO

### 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Administration:** The Executive Director of Facilities Management or his/her designee shall be the University's authorized representative in all matters pertaining to the administration of this Contract. The Associate Director of Facilities Management or his /her designee shall be the University's authorized representative to monitor the work performed under this contract.
- 2.2 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the RFB, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order, all of which shall be referred to collectively as the Contract Documents.
- 2.3 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Office of Strategic Procurement. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.4 **Contract Term:** The initial Contract term shall be for a period of one (1) year commencing upon award of the contract and ends June 30, 2014. With mutual written agreement of the parties this Contract may be extended for four (4) additional one-year periods.

Quoted pricing for labor, equipment and material discounts shall be firm for the initial term.

- 2.5 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.6 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.7 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Contract Administrator.
- 2.8 **Employees:** The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator
- 2.9 **Litigation:** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.
- 2.10 **Indemnification (Contractor):** The Contractor agrees to be responsible for, and to protect,

save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including reasonable attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

- 2.11 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.12 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.13 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this Contract without advance notice. Further information regarding this policy is available from the Director of Equal Opportunity, North Stevens Hall, (207) 581-1226.
- 2.14 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Vehicle Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation (In Compliance with Applicable State Law)	Required for all personnel

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

University of Maine  
Purchasing  
5765 Service Building  
Orono, ME 04469

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard Accord statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System  
16 Central Street  
Bangor, Maine 04401

- 2.15 Smoking Policy: The University of Maine is a tobacco free campus. This policy applies to faculty, staff, contractors, vendors, and visitors. The use of tobacco and all smoking products is not permitted on any University owned property, which includes but is not limited to buildings, university grounds, parking areas, walkways, recreational and sporting facilities, and University owned vehicles.

Tobacco is by definition includes possession of any lighted tobacco products, or use of any type of smokeless tobacco.

Additional information regarding the tobacco free campus policy is located at:  
<http://umaine.edu/tobaccofree/>.

- 2.16 Payments: Payment will be upon final acceptance of goods and services and submittal of an invoice by the Contractor to the Contract Administrator on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. The University is using several, preferred methods of payment: Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.
- 2.17 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.
- 2.18 Parking Regulations and Use of Walkways: The Contractor's vehicles and those of their employees working on campus must be registered with the campus's Police Department. Unregistered vehicles on the University campus are subject to a parking violation ticket and/or towing off campus. Contractors are advised that parking regulations are strictly enforced by campus police. Towing will be at the Contractor's expense. A copy of regulations can be obtained by calling the University Parking Office at 581-4047.
- 2.19 Job Site Safety: The Contractor shall adhere to the Occupational Safety and Health Administration's (OSHA) most recently published Safety and Health Standards for Construction (29 CFR 1926), general Occupational Safety and Health Standards (29 CFR 1910), relevant Maine Department of Environmental Protection (DEP) and Environmental Protection Agency (EPA) regulations, and applicable University of Maine policies and procedures for the duration of the Contract. The University shall inform the Contractor of the applicable University of Maine policies and procedures.

Contractor agrees to be responsible for initiating, maintaining and supervising all applicable

site security, environmental controls, safety practices, and programs in the performance of the work or services in accordance with generally accepted practices, take all reasonable precautions to protect University property and the personal safety of University employees, students and other invitees, and comply with any applicable laws, rules or regulations relating to safety of people and property.

Prior to the commencement of any phase of work, the Contractor shall submit the name(s) of the person(s) who is (are) responsible for job site safety and environmental management in the performance of the work and who is (are) familiar with the above referenced regulations and University Safety and Environmental Management Policies.

Where any of the Contractor's operations occur in, on or within 50 feet of any door, window or air intake in a building occupied by University employees or students, the Contractor shall, not less than fourteen (14) days prior to the start of any operation, provide directly University Supervisor, Material Safety Data Sheets (MSDS) on all hazardous materials to be used in the operation. The University Supervisor shall be responsible for ensuring proper precautions and notifications to the building occupants occur prior to the initiation of such operations.

The Contractor will include, in the bid package, a copy of the Contractor's safety/ environmental compliance manual(s) covering all safety and environmental policies, procedures and work practices relevant to the scope of work the Contractor will or could perform at the University or its satellite facilities.

The Contractor shall develop and implement a site specific safety plan that addresses the specific hazards, controls, safety procedures, training, enforcement, and reporting requirements for all personnel. A Site Specific Work Practice and Safety Plan shall be provided University Supervisor for work performed prior to the start of each phase of work. The Site Specific Work Practice and Safety Plan will include:

- 2.19.1 A description of work practices and procedures to be followed by the Contractor and subcontractors who will be employed to perform the phase of work. Such work practices may include, when applicable, but are not limited to, pedestrian and traffic control, fall protection, confined space entry, hazard communication, lockout and tagout, storm water pollution prevention, and spill prevention control and countermeasures.
  - 2.19.2 Copies of relevant training documents for employees of the Contractor and subcontractors performing the work, to include Competent Person certifications where applicable.
  - 2.19.3 Names(s) of the person(s) who is (are) responsible for job site safety for the specific phase of work.
- 2.20 Asbestos Removal: The University shall be responsible to track and coordinate the identification, removal and disposal of all Asbestos Containing Materials (ACM). The Contractor is responsible for performing basic visual assessments of all projects and maintenance work sites for suspected hazardous materials (materials not labeled) prior to commencing work. Where such materials are located, the Contractor shall stop work and communicate the need for material identification to the University Supervisor. The associate Director will then contact the Asbestos and Lead Project Manager who facilitates testing and identification of the material, completes Abatement Notifications, where applicable, and reports results of tests and /or abatement schedules to the University Supervisor, who will then direct the Contractor.
- 2.21 Lockout and Tagout of Electrical Equipment: The Contractor shall adhere to the Occupational



Health and Safety Administration's (OSHA) most recently published health and safety standards for Lockout and Tagout, (29 CFR 1910.147) and shall ensure compliance with all State, University and local regulations relating to the lockout and tagout of electrical equipment procedures.

- 2.22 Confined Space Policy: Under the University's confined space policy, where areas are defined as permit-required confined spaces, the Contractor shall only enter these permit-required spaces under the auspices of a written confined space permitting program that meets the requirements of OSHA's Standard for Permit Required Confined Spaces (29 CFR 1910.146). The Contractor, prior to entry into a permit-required confined space, must receive the following information from the University:
- 2.22.1 Elements, including the hazards identified and the University's experience with the space, that make the space in question a permit-required confined space.
  - 2.22.2 Precautions or procedures the University has implemented for the protection of University employees in or near permit-required confined spaces where Contractor personnel will be working.
  - 2.22.3 The University shall authorize entry per scope and location of each phase of the work. The Contractor shall coordinate confined space entry operations with the University and Contractor personnel who will be working in or near permit-required confined spaces during Contractor's work. The purpose of this coordination is to ensure employees of one Contractor do not endanger the employees of any other Contractor or employees of the University.
  - 2.22.4 Contractor shall inform the University Supervisor of the permit-required confined space program the Contractor shall follow and of any hazards confronted or created in permit-required spaces, either through a debriefing or during the entry operation.
  - 2.22.5 Contractor shall obtain any available information regarding permit-required space hazards and entry operations from the University.
- 2.23 Fire Protection: The Contractor shall take all necessary precautions to ensure against fire during activities and operations. The Contractor shall be responsible to maintain the area within contract limits orderly and clean and to promptly remove all combustible rubbish from the site. No rubbish shall be burned at the site. The Contractor shall provide and keep in working order, an adequate number of fire extinguishers, conveniently located and designed for the hazard at hand. For required hot work permits and fire watch, the Contractor shall contact the Office of Facilities Management Safety Office and shall comply with the most recently published National Fire Protection Association Life Safety Code (NFPA 101) and applicable University of Maine policies and procedures for the duration of the contract. The University shall inform the Contractor of the applicable University of Maine policies and procedures.
- Combustible materials shall be transported and stored on the site in conformance with state and local codes. No accumulation of inflammable rubbish shall remain in any building overnight.
- 2.24 Accident/Injury Notification: The University Supervisor must be notified within one (1) hour or as soon as possible, but no later than twenty-four (24) hours, of any accident or injury that occurs during the course of the work performed under the Contract.
- 2.25 Emergency Notification: The Contractor shall provide to the University, in writing, the names,

addresses and telephone numbers of the members of the Contractor's organization to be contacted in the event of an off-hours emergency related to work at the University.

- 2.26 Solid Waste Removal: The Contractor shall be responsible for cleaning up and removing all waste materials created by the Contractor's operation from University premises by the end of the day. The Contractor shall promote waste reduction and recycling and follow University policies to reduce, reuse and recycle.

- 2.27 Protection and Security of Buildings and Property: The Contractor shall ensure adequate protection of the properties and adjacent properties from damage or loss in the performance of the work under the Contract. The Contractor shall assume total liability for any damage to buildings, grounds, surfaces, etc., or other property including vehicles, resulting from negligence of the Contractor or the Contractor's employees and subcontractors in the performance of the work.

Sufficient keys required to perform services shall be supplied by the University to the Contractor. The Contractor shall be responsible for the replacement costs of lost keys. If the University determines that keys lost by the Contractor or its employees could compromise University security, the Contractor shall be responsible for paying all costs associated with re-keying designated locations.

- 2.28 Environmental Protection: The Contractor shall comply with all federal, state and local laws, rules and regulations regarding the protection of the environment. A safety/environmental manual will be provided and applicable work practices and procedures will be included in the Contractor's Site Specific Work Practice and Safety Plan. In accordance with reporting requirements, the Contractor shall disclose any environmental violations caused in the performance of this work to the University and applicable governmental agency. Any required Material Safety Data Sheets will be maintained in a binder on site and shall be available for review by University personnel at all times. Chemicals and gasoline are to be stored in proper containers as required by law. A violation of applicable laws, rules or regulations may result in termination of the Contract.

- 2.29 Liens: The Contractor shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Contractor.

- 2.30 Warranty of Materials and Workmanship: Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final acceptance of the project by the University. Within two weeks' notification of defects by the University, the contractor shall correct all defects and shall make good all damages to the structure, site, equipment, or contents resulting from the use of inferior materials, equipment and workmanship.

- 2.31 Pricing: Quoted prices shall be all inclusive. Included, but not limited to, in the pricing shall be transportation and trip charges, tools, expendables and small materials packages. Pricing shall be firm for the first year of the Contract. Any price changes for subsequent contract renewals shall be submitted in writing to the Contract Administrator sixty (60) days prior to the expiration date. Fuel surcharges will not be allowed.

## SECTION THREE

### 3.0 PERFORMANCE TERMS AND CONDITIONS:

#### 3.1 Minimum Requirements for Prequalification:

- 3.1.1 Experience: To be qualified for a specific trade, the Contractor shall have been in business for a minimum of the last three (3) consecutive years.
- 3.1.2 Response Time: Contractors shall have qualified personnel on site within two (2) hours of notification for emergency service requirements and within two (2) business days for scheduled work.
- 3.1.3 Specific to Service Trade:
  - 3.1.3.1 Millwright: Contractor shall provide experienced millwrights and other qualified tradesmen, typically required for maintenance and service of paper making machinery.
  - 3.1.3.2 Painting Services Contractor shall provide tools, equipment, and installation services to access and prepare surfaces, up to and including, touch up mudding, finish sanding sheetrock surfaces, and applying primer, finish paints, and caulking, as each project specifies. The University shall provide all primers, paints, joint compounds, and caulking.

#### 3.2 Employees:

- 3.2.1 All persons employed under this contract shall be employees of the Contractor and must be currently licensed or certified in their respective field, as applicable. The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. No person shall be allowed on the property who is not directly involved in the performance of the work. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on the Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of the Contract without the prior written consent of the Contract Administrator.
- 3.2.2 Security: The safety and well-being of students and staff is of particular importance to the University. The Contractor shall take reasonable precautions to protect the University's students and staff. Reasonable precautions for work that involves sensitive functions or areas (e.g. unsupervised access to minors or access to security sensitive data) may require the Contractor pay to conduct criminal history checks on employees or subcontractors.
- 3.2.3 Employee Identification: When working on University property, all Contractor employees shall wear a clearly displayed photo identification badge or uniform showing the name of the employee and company represented. Identification badges must be provided by the Contractor at the Contractor's expense. Badges must be worn but need not be clearly displayed when protective clothing or respiratory protection is required.

- 3.3 Equipment and Supplies: All tools, equipment and fuel required to provide services within the scope of work shall be furnished by the Contractor. The Contractor shall have backup equipment available at all times to complete the work. When applicable, equipment must be licensed, registered and insured and must comply with standard safety requirements (strobe lights, back-up alarms, fire extinguishers, etc.) University equipment or tools shall not be available for use by the Contractor.
- 3.4 Materials: Materials required to be furnished by the Contractor shall be new and shall be covered by manufacturer's warranty.
- 3.5 Communications: The Contractor shall provide the names and phone numbers of persons who will be available for contact 24 hours per day to coordinate routine or emergency services.
- 3.6 Project Quotes: All individual projects estimated at \$10,000 but less than \$50,000 shall require a written, detailed, not-to-exceed time and materials quote prior to the commencement of the work. The quotes shall include a breakdown of the skill level and hourly cost of workers proposed, number of labor hours proposed, and cost of materials required for the work. The invoice shall include the number of hours and price per hour of labor hours billed, and a breakdown of materials and/or equipment being charged. Individual projects estimated to exceed \$50,000 are not covered under this contract and must go through the Facilities Capital Procurement process.

## SECTION FOUR

### 4.0 SUBMISSION REQUIREMENTS:

Bidders shall ensure that all information required herein is submitted with the bid. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the bid or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

#### 4.1 Business Profile:

4.1.1 Provide a brief history of the company, including how many years in business and number of employees.

4.1.2 **No financial statements are required to be submitted with your bid**, however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.

4.2 Pricing: Provide all rates and pricing on the price schedule for the trade quoted. Bidders submitting pricing for multiple trades shall use one price schedule for each trade. Pricing shall be firm for the first year of the contract. Pricing shall include all costs including tools, expendables, small materials packages, and transportation or other trip charges, but shall exclude specific materials as requested by the University. Fuel surcharges will not be allowed.

4.3 Payment Method: Indicate your ability to accept electronic payment methods. (Paragraph 2.16)

4.4 References: Submit three (3) references with the bid. References should contain the names and contact information of companies having received similar services within the past two (2) years.

4.5 Required Bid Submittal Documents: In addition to the information requested in this section, the following documents shall be submitted with bid responses:

4.5.1 Price schedule(s).

4.5.2 List of backup equipment, when required.

4.5.3 Certificate of Insurance. (See paragraph 2.14)

4.5.4 Proof of licensing, when required.

4.5.5 Completed IRS W-9 Form.

4.5.6 Current copy of the Bidder's Safety Manual. (See paragraph 2.19)

4.5.7 Completed Signature page.

SIGNATURE PAGE

COMPANY NAME: \_\_\_\_\_

Street/Physical Address: \_\_\_\_\_

PO Box, If any \_\_\_\_\_

City State Zip: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Cell Phone)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)

**PRICE SCHEDULE FOR \_\_\_\_\_ Insert Trade Letter Code \_\_\_\_\_**  
 \_\_\_\_\_  
 Print Name of Service Trade (See Section 1.3)

1. Labor Hourly Rates: Provide rates for all labor classifications applicable to the quoted service trade. Other types of labor rates may be added as needed. Labor hourly rates shall be inclusive of all charges, including but not limited to, equipment if not specified otherwise, travel, small tools, standard materials packages, and expendables. Regular working hours shall be Monday to Friday, 7:00 a.m. to 3:00 p.m. Provide rates for after hours, holiday and weekend work.

	<b>Regular Regular Hours</b>	<b>Overtime/Weekend/ Holiday Hours</b>
a. Superintendent/Supervisor	\$_____/hr	\$_____/hr
b. Site Foreman	\$_____/hr	\$_____/hr
c. Laborer (skilled)	\$_____/hr	\$_____/hr
d. Laborer (unskilled)	\$_____/hr	\$_____/hr
e. Safety Person/Crew Leader	\$_____/hr	\$_____/hr
f. Non-Auto Glass Services (not including materials)	\$_____/hr	\$_____/hr
g. Safety person/Crew Leader	\$_____/hr	\$_____/hr
h. Other Labor Rate	\$_____/hr	\$_____/hr
i. Specify Type of Labor	\$_____/hr	\$_____/hr
j. Other Labor Rate	\$_____/hr	\$_____/hr
k. Roofing Monitor	\$_____/hr	\$_____/hr
Specify Type of Labor_____		

2. Equipment/Operator Rates: The following specific equipment shall be available when applicable for a service trade and shall be priced individually per hour including an operator. In addition to the operator, rates shall be inclusive of all charges, including but not limited to, transportation or other trip charges, small materials packages, and expendables. Regular working hours shall be Monday to Friday, 7:00 a.m. to 3:00 p.m. Provide rates for after hours, holiday and weekend work.

	<b>Regular Hours</b>	<b>Overtime/ Weekend/Holiday Hours</b>	<b>Mobilization/ Demobilization Fee</b>	<b>Mob/Demob Overtime/ Weekend/Hol.</b>
a. Aerial Lift	\$_____/hr.	\$_____/hr.	_____	_____
Specify Size of Lift	_____			
b. Crane Services	\$_____/hr.	\$_____/hr.	_____	_____
c. Staging/Scaffolding	\$_____/lift/month			
d. Other Equipment With Operator	\$_____/hr.	\$_____/hr.	_____	_____
e. Specify Type of Equipment	_____			
e. Markup Percentage for Rented Equipment other than listed above	_____%			

3. Markup Percentage Off Wholesale Invoice Cost for Materials\_\_\_\_\_%

4. Discount Payment Terms, if Applicable\_\_\_\_\_