



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR BIDS

**½ TON CARGO VAN BID
UNIVERSITY OF SOUTHERN MAINE**

RFB # 07-09

ISSUE DATE:
November 4, 2008

BIDS MUST BE RECEIVED BY:
November 21, 2008

DELIVER BIDS TO:

University of Maine System
Office of Strategic Procurement
Attn: Hal Wells
16 Central Street
Bangor, ME 04401

SECTION ONE

1.0 GENERAL INFORMATION

- 1.1 The University of Maine System, acting through the University of Southern Maine, is seeking quotations for the purchase of vehicles according to the specifications shown below.

Definition of Parties: The University of Maine System will hereinafter be referred to as the "University". Respondents to the RFB shall be referred to as "Bidders". The Bidder to whom the contract is awarded shall be referred to as the "Contractor".

- 1.2 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article which the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the Bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University of Maine to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid that the product offered is an "equal" product, such bid will be considered to offer the brand name products referenced in the solicitation.

- 1.3 Award: 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, in whole or in part and is not necessarily bound to accept the lowest bid if that bid 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** in the Office of Strategic Procurement.

- 1.4 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 award notice, with a copy of the protest to the successful Bidder. The protest must contain a statement of the basis for the challenge.

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

From _____	November 21, 2008	2:00 P.M.	RFB #07-09
Name	Due Date	Time	Bid No.

- 1.6 Evaluation Criteria: Award will be made to the low bidder, providing delivery needs and all other requirements are satisfactorily met.

- 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. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells
Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401
(207) 973-3302

- 1.8 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 Federal department or agency. It is also agreement that the University will be notified of any change in this status until such time as an award has been made.
- 1.9 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 Office of Strategic Procurement. 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 the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFB # 07-09

- 1.10 Submission: A signed original bid must be received at the Office of Strategic Procurement, 16 Central Street, Bangor, Maine 04401, no later than **2:00 P.M. local time, Friday, November 21, 2008**, for a public opening. Bidders are strongly encouraged to submit bids in advance of the due date 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. Bids must be date and time stamped by the University on time to be considered. In the event that the University is closed due to inclement weather at the time that a bid is due, the bid will be opened at the same time on the next day that the University is open. Bidders may wish to call 207-973-3298 if the weather is bad, to learn if the University has closed. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any vendor. Additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED.**
- 1.11 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.12 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.

SECTION TWO

2.0 CONTRACT TERMS

- 2.1 Delivery Notification: Notification must be made to the individual shown below twenty-four hours prior to delivery so that personnel may be available to receive delivery.

<u>Campus</u>	<u>Contact</u>	<u>Phone Number</u>
University of Southern Maine Facilities	Paul Kuplinski	207-780-4162

- 2.2 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 a state court located in the State of Maine.
- 2.3 Transportation Charges: Quotations must be F.O.B. Destination. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery on a F.O.B. Destination basis.
- 2.4 Payments: Payment will be upon submittal of an invoice to the address provided on the purchase order, on a net 30 basis unless discount terms are offered with the bid document. Invoice must include the purchase order number.
- 2.5 Temporary Plates: All vehicles must be delivered with a 14-day plate.

NOTICE TO ALL BIDDERS

The owner of record on the title application for any vehicle purchased by the University shall be: The University of Maine System, 16 Central Street, Bangor, Maine 04401. The legal residence on the vehicle registration shall reflect the campus location, i.e. Portland.

SECTION THREE

3.0 SPECIFICATIONS AND PRICE QUOTES

The University of Southern Maine – Facilities - Three (3) new 2008 or 2009 model year, ½ ton, **cargo** vans, full size RWD, GMC Savana 1500, Chevrolet Express or acceptable alternates with the following specifications, delivered to the University of Southern Maine at Portland:

Accessory Power Outlet	Minimum of one, front
Air Bags	All available. The minimum requirement is for frontal driver and front passenger
Air Conditioning	Factory installed
Alternator	Heavy duty
Audio System	AM/FM stereo, factory installed
Battery	Heavy duty
Body Type & Size	½ ton, full size, cargo van, regular length
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step and tow
Color, Exterior	TBD
Cooling System	Protected to -35 degrees Fahrenheit
Daytime Running Lights	Preferred
Differential	Limited slip or locking
Doors	Dual hinged rear open out; dual hinged side open out, all with (fixed) glass
Drive Train	Front engine, rear wheel drive
Engine	Gasoline, 6-cylinder (Preferred)
Floor Covering	Black, full length rubberized vinyl
Mirror, Inside	Day/night
Mirrors, Outside	Driver and passenger, low mount
Seat Covering	Custom cloth
Seats	Bucket
Speed Control	Factory installed with resume function
Steering	Power assisted with tilt steering column
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, all season
Transmission	Automatic
Visors	Factory installed, driver and passenger
Wheelbase	Approximately 135"
Windshield Wiper and Washer	Intermittent or variable-timed interval wipers w/washers
Optional Equipment:	
Adrian Steel's	Commercial Bin Package, installed
2009 GM Business Choice	including cargo partition (door not required)
Commercial Upfit Program	
GM Full Size Van Package	Industrial Ladder Rack, installed

NOTE: Price with and without this equipment – see below.

Make, Model and Year _____

Trucks Only

**Net Price Delivered to the
University of Southern Maine
Without** Commercial Bin Package
and Industrial Ladder Rack

\$ _____ **three (3) vehicles**

Trucks with Bin and Partition

**Net Price Delivered to the
University of Southern Maine
With** Commercial Bin Package
without Industrial Ladder Rack

\$ _____ **three (3) vehicles**

Trucks with Bin, Partition and Ladder Rack

**Net Price Delivered to the
University of Southern Maine
With** Commercial Bin Package
and Industrial Ladder Rack

\$ _____ **three (3) vehicles**

Delivery Time from Receipt of P.O. _____

Delivery address:
The University of Southern Maine
Department of Facilities Management
25 Bedford Street
Portland, Maine 04104-9300
Paul Kuplinski
207-780-4162

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)