



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR PROPOSALS

TYPE III AMBULANCE
University of Maine

RFP # 08-09

ISSUE DATE:
November 7, 2008

PROPOSALS MUST BE RECEIVED BY:
November 26, 2008

DELIVER PROPOSALS 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 Purpose: The University of Maine System is seeking proposals for the purchase of a Type III Ambulance according to the attached specifications.

This Request for Proposals (RFP) states the instructions for submitting proposals and the procedure and criteria by which a vendor may be selected.

- 1.2 Definition of Parties: The University of Maine System will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."
- 1.3 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict the 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 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.
- 1.4 Award of Proposal: The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part.
- 1.5 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.
- 1.6 Evaluation Criteria: Each proposal shall be evaluated on its ability to meet the University's minimum requirements as defined in Section 3.0 and to provide the best value to the University. Proposals shall be evaluated by assigning points for each of the evaluation criteria shown in the table below. The maximum number of points that can be assigned to each item being evaluated are as follows:

Evaluation Criteria	Possible Points	Weight	Total Points
Total Cost / Price of Unit	5	2	10
Manufacturer's Warranty	5	1	5
Delivery Time	5	2	10
Adherence to Minimum Specifications	5	3	15
Total Points	20		40

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

From _____ November 26, 2008 RFP # 08-09
Name Due Date Proposal No.

- 1.8 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. 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

- 1.9 Debarment: Submission of a signed proposal 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.
- 1.10 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 proposal 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, RFP # 08-09

- 1.11 Proposal Submission: A **SIGNED** original and **four (4)** copies of the proposal must be submitted to the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, in a sealed envelope by **Wednesday, November 26, 2008**, to be date stamped by the Office of Strategic Procurement in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Bidders may wish to call (207) 973-3298 to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen.

The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.** The envelope must be **clearly** identified on the outside as follows:

Name of Bidder
Address of Bidder
Due Date
RFP #

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

- 1.12 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.13 Proposal Understanding: By submitting a proposal, 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.
- 1.14 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- 1.15 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.

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, University of Maine 5765 Service Building, Orono, ME, 04469-5765

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 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 in a state court located in the State of Maine.
- 2.3 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract (except for pricing and/or commission) 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 University of Maine's Purchasing Department. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.4 **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.
- 2.5 **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 University of Maine's Purchasing Department.
- 2.6 **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.
- 2.7 **Delivery Notification:** Notification must be made to the University of Maine, Mike Hambrock 207-581-2742 twenty-four hours prior to delivery so that personnel may be available to receive delivery.
- 2.8 **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.
- 2.9 **Payments:** Payment will be made 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.
- 2.10 **Temporary Plates:** The vehicle must be delivered with a 14-day plate.

SECTION THREE

3.0 MINIMUM SPECIFICATIONS:

3.1 Type III Ambulance: Shall be a new custom built or demonstration unit. If a demonstration unit, it shall have only been used for the purpose of show and not as a loaned vehicle for the purpose of EMS transport. The vehicle must conform to Federal Specification for Star-of-Life Ambulance KKK-A-1822F, dated August 1, 2007. An electronic copy of this specification is available upon request.

3.2 Warranty: All proposals must include the minimum warranty policies listed below:

3.2.1 Chassis: Bumper to Bumper as provided by the chassis manufacturer.

3.2.2 Body: The structural integrity of the body shall be guaranteed for the life of the unit as long as the original purchaser shall own it.

3.2.3 Ambulance Conversion: Shall be covered by a three (3) year, 36,000 mile limited warranty. Conversion shall include but not be limited to the oxygen, mechanical, cabinetry, upholstery, flooring, door securing hardware and latches.

3.2.4 Paint Finish: Shall be covered from date of delivery by a minimum ten (10) year paint performance guarantee and shall include a three (3) year, 36,000 mile crevice and dissimilar corrosion warranty.

3.2.5 Electrical System: Shall be covered by a 100,000 mile warranty.

3.3 Approximate Vehicle Dimensions:

3.3.1 Wheel Base 158.0"

3.3.2 Overall Length 268.5"

3.3.3 Overall Width 98.0"

3.3.4 Overall Height 106.5"

3.3.5 Module Length: 169.0"

3.3.6 Module Width 96.0"

3.3.7 Head Room 72.0"

3.4 Exterior Aluminum Body Construction Minimum Specifications:

3.4.1 Body: Shall consist of heavy duty aluminum construction with solid welded seams performed by certified welders. All welding shall be done in accordance with the American Welding Society, Structural Welding Code.

3.4.2 Roof: Shall be constructed with no seams in the roof panel or any overlapping seams.

3.4.3 Modular Body: Shall be considered one solid structure on completion with cabinetry welded in place for maximum safety and high structural integrity. Body shall be

mounted to the chassis in such a manner as to facilitate removal for future remounting on replacement cab and chassis combinations.

- 3.4.4 Passageway Door: Shall be provided from the body to the cab of the vehicle. The passageway shall have a door that can be latched from the cab side and shall include a Plexiglas window. The passageway shall also include head protection bumper pads placed above the door on the patient compartment side, color matched to the interior.
- 3.4.5 Doors: Shall have a continuous seal permanently attached around the entire perimeter of the door. Every door shall utilize an automotive type slam latch and shall be hung with stainless steel continuous hinges. Modular body doors shall be equipped with a door sweep rubber gasket attached at the top of the door to prevent water from collecting on the door.
- 3.4.6 Flooring: Patient compartment shall have a heavy duty liner with anti skid flooring.
- 3.4.7 Insulation: Shall be equipped with heavy duty Arctic insulation.
- 3.5 Warning Lights and Graphics Minimum Specifications: Adhering to KKK-A-1822F standards as referenced in Section 3.1
 - 3.5.1 Light Bar: Front facing flush style Whelen brand or equivalent.
 - 3.5.2 Full LED warning package.
 - 3.5.3 Driving Light Package.
 - 3.5.4 Graphics and Star-of-Life package with high visibility standards.
- 3.6 Medical Equipment Minimum Specifications:
 - 3.6.1 LP 12 Mounting bracket installed next to CPR seat in patient compartment.
 - 3.6.2 Stryker Pro TL power cot with mounting hardware and battery charger system.
No Alternates Allowed.
 - 3.6.3 Stryker Stair Pro Model 6252 stair chair.
No Alternates Allowed.
 - 3.6.4 IV Warmer SW 120 VAC/12VDC
- 3.7 Cab and Chassis Minimum Specification:
 - 3.7.1 Cab Center Console
 - 3.7.2 Jumbo exterior remote mirrors with heater.
 - 3.7.3 Backup sensors and proximity alarms.
 - 3.7.4 Certified GVWR sticker attaché to the vehicle.
- 3.8 Documentation: At the time of delivery the Contractor shall supply a complete detailed operating and parts manual for the vehicle, to include the full wiring schematics custom prepared for this vehicle.

SECTION FOUR

4.0 PROPOSAL CONTENT: Bidders must provide:

- 4.1 Detailed Costs: For the vehicle as described by the minimum specifications listed in Section 3.0 above.
- 4.2 Warranty Information: As defined under Section 3.2 above.
- 4.3 Estimated Delivery Time: After receipt of order
- 4.4 Detailed Breakdown: Of proposed specification for the vehicle based upon minimum specifications as defined in Section 3.0 above. This shall include a detailed weight and electrical load analysis.

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)