



Administered by
UNIVERSITY OF MAINE AT AUGUSTA
Office of Administrative Services
Facilities Management

REQUEST FOR BIDS

**FRONT MOUNT MOWER/SNOW BLOWER BID
UNIVERSITY OF MAINE AT AUGUSTA**

RFB # 10-15

ISSUE DATE:
September 19, 2014

BIDS MUST BE RECEIVED BY:
October 3, 2014 3:00 pm

DELIVER BIDS TO:

University of Maine at Augusta
Office of Administrative Services
Attn: Peter St. Michel
46 University Drive
Augusta, Maine 04330

SECTION ONE

1.0 GENERAL INFORMATION

- 1.1 The University of Maine System acting for the University of Maine at Augusta is seeking quotations for the purchase of a Front Mount Mower / Snow Blower according to the attached specifications.
- 1.2 The University of Maine at Augusta 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 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 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: It is the intent of the University to award this bid all to one bidder. 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/proposals/submissions, in whole or in part and is not necessarily bound to accept the lowest bid/proposal/submission if that bid/proposal/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 Office of Strategic Procurement.
- 1.5 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine at Augusta 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.
- 1.6 Evaluation Criteria: Awards will be made to the low bidder providing 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. 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: Peter St. Michel
Office of Administrative Services
Facilities Management
University of Maine at Augusta
46 University Drive
Augusta, Maine 04330
(207) 621-3119
stmichel@maine.edu

- 1.8 Submission: A **SIGNED** original, 2 copies, and a digital file on a flash drive of the bid must be received at the Office of Administrative Services, Facilities Management, University of Maine at Augusta, 46 University Drive, Augusta, Maine 04330, in a sealed envelope no later than **3:00 P.M. EST, Friday, October 3, 2014** for a public opening. The bid must be date/time stamped by the Office of Strategic Procurement in 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 3:00 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.**
- 1.10 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.11 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.
- 1.12 Bid Validity: Unless specified otherwise, all bids shall be valid for sixty (60) days from the due date of the bid.
- 1.13 Non-Responsive Bids/Proposals: The University will not consider non-responsive bids or proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.
- 1.14 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.
- 1.15 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 #_____
- 1.16 Authorization: Any contract or agreement for goods or 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.
- 1.17 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.

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SECTION TWO

2.0 CONTRACT TERMS

- 2.1 Delivery Notification: Notification must be made to Peter St. Michel, (207) 621-3119 twenty-four hours prior to delivery so that personnel may be available to receive delivery.
- 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 shown on the purchase order by the Contractor 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.

NOTICE TO ALL BIDDERS

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

SECTION THREE

3.0 SPECIFICATIONS AND PRICE QUOTES

One (1) new 2014 model year or newer, 4x4 Front-mount Mower Tractor as described below, one delivered to the University of Maine at Augusta - Bangor Campus:

- Engine Overhead valve 4 cycle 3 or 4 cylinder diesel with ~37 gross horsepower, liquid cooled.

- Transaxle Hydrostatic Transmission 4 wheel drive with locking transaxle, with High / Low range speed.

- Tires Turf Type.

- Steering Power assisted with tilt steering column.

- Safety Roll Over Protection (OSHA approved).

- Back-up Warning Buzzer - Required

- Ballast Suitcase style weighs as requires by manufacturer for operation of implements.

- Cab All Season Full view Steel Framed Cab with brush guards, heavy duty heater, windshield wipers & Rearview mirror.

- Lighting Front and rear LED headlamps.

- Cab Beacon Required – NO SUBSTITUTIONS HD, Federal Signal Ultra Star #251821

- Mower deck Commercial Duty 72” cutting width, Shaft drive rear discharge with greaseable spindles and mulch kit.

- Snow-thrower Commercial Duty Quick Hitch Type, 51” minimum cutting width, shaft drive, Two stage, with remote control chute, remote control deflector, heavy duty skid Shoes, Blower width extensions (to equal tractor width) with drift cutters.

Make, Model and Year _____

Net Price Delivered to
University of Maine at Augusta Bangor Campus \$ _____
216 Texas Avenue
Bangor, Maine 04110

Delivery Time from Receipt of P.O. _____

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone Number)

(E-mail Address)

(Date)