

REQUEST FOR PROPOSALS
MOVING SERVICES FOR THE
UNIVERSITY OF SOUTHERN MAINE MUSKIE SCHOOL

Administered by:
OFFICE OF STRATEGIC PROCUREMENT
UNIVERSITY OF MAINE SYSTEM
16 CENTRAL STREET
BANGOR, MAINE 04401

Purpose: The University of Maine System, acting through the University of Southern Maine Muskie School (University) is seeking proposals in order to select a moving services company that will work with the University, its employees and contractors to effect a smooth, orderly, safe and secure move of offices, equipment, files, etc. from one primary facility located at 295 Water Street, Augusta and a second location at 77 Sewall Street, Augusta to the former Digital/SCI building at 45 Commerce Drive in Augusta, Maine (also identified as 500 CCD).

Scope: The Muskie School plans to move its offices and personnel April 26-30, 2007. In total approximately 115 people will have to be relocated with the least disruption to the business of the University as is possible.

Time Line:

- 4/26/07 – move 31 desks from 295 Water Street to 500 CCD
- 4/26/07 – move 2 desks from 77 Sewall Street to 500 CCD
- 4/27/07 AM – move printers and personal computers from 295 Water Street to 500 CCD
- 4/27/07 PM to 4/29/07 – move meeting room furniture, file cabinets, book cases & “boxed” items from 295 Water Street and Sewall Street to 500 CCD

In order to be considered for this job, please submit the following information by the date below.

Submit a description of the steps you would take to achieve the described project and a proposed timetable for completing it.

Fees: Include a complete description of your fees including payment terms.

References: Include a list of references with your proposal. These references must be for projects with a similar scope to this one. Include a contact name and phone number.

Attached is a copy of the University's Professional Services Contract for your review. **Do not fill it out at this time; it is only for your information.** If you have a contract that you would prefer to use for this project, please include that in your proposal.

Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Inquiries must be made to: Hal Wells, Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, (207) 973-3302 or by email to hcwells@maine.edu

Award: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to fees, experience and references. Presentations may be requested of two or more respondents deemed by the University to be the best suited among those submitting proposals.

Proposal Submission: A **SIGNED** original and **two (2) copies** of the proposal must be submitted to the Office of Strategic Procurement, 16 Central Street, Bangor, Maine 04401, in a sealed envelope by **Thursday 29, 2007**, 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. Proposals received after the due date will be returned unopened. There will be no public opening of proposals. 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 one vendor. 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 Company
Address
Due Date
RFB #

Pre-Proposal Conference: A pre-proposal conference will be held on **Friday, March 23, 2007 at 1:00 p.m.** local time in the **Turret Room at 295 Water Street, Augusta, Maine 04330.** The purpose of the conference is to tour the existing facilities, answer questions and provide further clarification as may be required. Attendance by all prospective bidders is **optional.**

Firms planning to attend this pre-proposal conference should contact Jane Peatfield 207-626-5247 no later than 1:00 p.m. local time on Thursday, March 22, 2007 with the names and titles of the individuals who will attend.

SUBMITTAL: In order to be considered for this job, please submit the following:

- A description of the steps you would take to achieve the described project and a proposed timetable for completing it.
- Fees: Include a complete description of your fees including payment terms.
- References: Include a list of references with your proposal. These references must be for **projects with a similar scope to this one.** Include a contact name and phone number.

SIGNATURE

Company Name: _____

By: _____
(Signature)

(Print Name)

(Date)

DETAIL: DESKS, COMPUTERS AND PRINTERS

Desks: Thirty-one (31) from Water Street and two (2) from Sewall Street

Employee	From 295 Water Street	Room #	Color	To Cubicle at 500CCD
Kendall, Stirling	Main Floor	101	Gray	69
L'italien, Matt	Main Floor	101	Oak Wood Grain	70
Bennett, Mary Ann	Main Floor	102	Cherry Wood Grain	67
Friese, Diane	Main Floor	102	Cherry Wood Grain	66
Davee, Anne-Marie	Main Floor	R2	Gray	104
Weatherford, Heidi	Main Floor	R2	Gray	99
Dutram, Kay	Main Floor	R5	Honey Wood Grain	101
Poirier, Barbara	Main Floor	R6	light wood grain	100
Gatchell, Judy	Main Floor		Tan	71
Leonard, Barbara	1st floor	Evaluation	Gray	110
Joly, Brenda	1st floor	Evaluation	Black Wood Grain	113
James, Eric	1st floor	RVIEW	gray	12
Maxwell, Bill	1st floor		Cherry Wood Grain	89
Brocker, Carol	2nd floor	205	Tan	51
Harvey, Becky	2nd floor	205	Tan	52
Hodgin, Lee	2nd floor	206	Tan	40
Bernotavicz, Freda	2nd floor	206	Gray	39
Robbins, Gretchen	2nd floor	208	Cherry Wood Grain	46
Conners, Anne	2nd floor	213	Gray	6
CS TBA	2nd floor	220	Cherry Wood Grain	55
Peatfield, Jane	2nd floor	223	Cherry Wood Grain	2
Smith, Chuck	2nd floor		Gray	94
Soloway, Marshall	3rd floor	301	Gray	115
Sady, Christine	3rd floor	302	Oak Wood Grain	111
Erickson, Lisa	3rd floor	304	Honey Wood Grain	59
vonHerrlich, Phyllis	3rd floor	304	Cherry Wood Grain	75
Wakem, Crystal	3rd floor	305	Honey Wood Grain	58
Frost, Rachel	3rd floor	307	Gray	81
Super Computer	3rd floor	309	Honey Wood Grain	27
Saucier, Paul	3rd floor	310	Cherry Wood Grain	1
Hublely, Dee Dee	3rd floor	312	Gray	61
Employee	From 77 Sewall Street	Room #	Color	To Cubicle at 500CCD
Hallett, Laura		7	Oak Wood Grain	47
Harden, Tamara		7	Oak Wood Grain	56

Computers:

- One computer per staff member
- 12 computers are at Sewall Street – 3 laptops & 9 PC's
- Remainder of computers are at 295 Water Street

Includes: PC Tower, Flat Panel LCD display, keyboard, mouse, speakers, power cords and in some cases, a local printer (small desktop printer). Some users have a laptop and in this case, the move would include a docking station (if applicable), rather than a PC tower.

Printers: Twenty-two (22) from Water Street and two (2) from Sewall Street

295 Water Street

Manufacturer / Model	Product	From Room #	USM TAG#	Serial Number	To Cubicle at 500CCD
HP4300-3	LaserJet 4300n	Reception	33387	CNDY400622	near 102/106
HP4350-5	LaserJet 4350N	Reception	1035M	CNDXD10378	near 102/106
HP4600-3	Color LaserJet 4600n	101	33330	JPFMB43762	near 102/106
HP4100-4	LaserJet 4100n	101	32361	USLND06495	near 2
HP4100-1	LaserJet 4100n	102	32368	USLNJ09426	near 8
HP4350-2	LaserJet 4350N	190	1002M	USBXM02661	near 33/38
HP4350-3	LaserJet 4350N	190-Hawkins	1003M	USBXP04486	near 33/38
HP4200-4	LaserJet 4200n	205	33782	USGNX41291	near 94/98
HP4700-1	LaserJet 4700dn	210	33981	JPLLC12863	near 78/82
HP4100-3	LaserJet 4100n	210	32490	JPLGD42521	near 73
HP4550-1	Color LaserJet 4550n	Hallway near 210	31228	JPMAB13567	near 33/38
HP4650-3	Color LaserJet 4650dn	221	33923	JPHAD17754	near 86/90
HP4350-4	LaserJet 4350N	221	33911	USBXS01049	near 94/98
HP4600-4	Color LaserJet 4600n	304	33329	JPFMC46842	near 78/82
HP4550-3	Color LaserJet 4550n	304	32094	JPPCJ00192	near 94/98
HP4300-1	LaserJet 4300n	304	33367	CNDY503587	near 102/106
HP4100-5	LaserJet 4100n	305	32091	USJNH28091	near 53
HP4100-2	LaserJet 4100n	307	32095	USJNG25326	near 78/82
HP4200-3	LaserJet 4200n	309	33753	USGNS39961	near 63
HP4600-2	Color LaserJet 4600dn	311	33754	JPHMC64214	near 63
HP4600-5	Color LaserJet 4600dn	near E3	32354	JPAKB04651	near 8
HP4100-6	LaserJet 4100n	Hallway near M4	32370	USLNH34076	near 78/82

77 Sewall Street

Manufacturer / Model	Product	From Room #	USM TAG#	Serial Number	To Cubicle at 500CCD
HP4650-2	Color LaserJet 4650dn	Comm Room	1004M	JPHAD16863	near 86/90
HP4300-2	LaserJet 4300n	Comm Room	33373	CNBY804825	near 86/90

NOTE: We also have a third location on the AMHI campus. They have very few items to be moved: one (1) PC, two (2) file cabinets and a few boxed items.

**UNIVERSITY OF MAINE SYSTEM
CONTRACT FOR PROFESSIONAL SERVICES
(not for use for architectural or engineering design contracts)**

This Contract entered into this ____ day of _____, _____, by and between the University of Maine System, hereinafter referred to as the "University", and _____, hereinafter referred to as "Contractor".

WHEREAS, the University desires to enter into a contract for professional services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this Contract to the satisfaction of the University;

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. **Specifications of Work** : The Contractor agrees to perform the Specifications of Work as described in **Attachment A**, hereby incorporated by reference.
2. **Term** : This Contract shall commence on _____ and shall terminate on _____, unless terminated earlier as provided in this Contract.
3. **Payment** :
 - A. The total of **all** payments made against this contract shall not exceed \$_____. Any expenses not listed here will not be reimbursed.
 - B. The University shall compensate the Contractor at the rate of \$ _____ per _____ (hour, week, semester, entire project.) Payment will be made within 30 days upon submittal and approval of invoices.
4. **Termination**: If at any time the Contractor fails to comply with the provisions of this Contract, the University shall have the right to terminate this Contract immediately with written notice. Termination does not release the Contractor from its obligations to provide services per the terms of the Contract during the notification period.
5. **Obligations Upon Termination**: Any materials produced in performance of this agreement are the property of the University and shall be turned over to the University upon request. The University shall pay the Contractor for all services performed to the effective date of termination subject to offset of sums owed by the Contractor to the University.
6. **Conflict of Interest**: No officer or employee of the University shall participate in any decision relating to this contract which affects his or her personal interest in any entity in which he or she directly or indirectly has interest. No employee of the University shall have any interest, direct or indirect, in this contract or proceeds thereof.

7. **Modification:** This Contract may be modified or amended only in a writing signed by both parties.
8. **Assignment:** This Contract, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.
9. **Applicable Law:** This Contract shall be governed and interpreted according to the laws of the State of Maine.
10. **Administration:** _____ shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Contract and to whom all notices must be sent.
11. **Non-Discrimination:** Contractor shall not discriminate and shall comply with applicable laws and University policies prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability or veteran status.
12. **Indemnification:** The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. Contractor shall indemnify, defend and hold the University, its Trustees, officers, employees, and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Contractor, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Contract or based on any libelous or other unlawful matter contained in such data.
13. **Contract Validity:** In the event one or more clauses of this Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Contract.
14. **Independent Contractor:** Contractor is an independent contractor of the University, not a partner, agent or joint venturer of the University and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either party be bound by any representation, act or omission whatsoever of the other. Contractor, its employees and subcontractors if any, is/are independent contractors for whom no Federal or State Income Tax will be deducted by the University, and for whom no retirement benefits, social security benefits, group health or life insurance, vacation and sick leave, Worker's Compensation and similar benefits available to University's employees will accrue. The parties further understand that annual information returns as required by the Internal Revenue Code and Maine Income Tax Law will be filed by the University with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules and regulations involving but not limited to, employment, labor, Workers Compensation, hours of work, working conditions, payment of wages, and payment of

taxes, such as unemployment, social security and other payroll taxes, including other applicable contributions from such persons when required by law.

15. **Entire Contract:** This Contract sets forth the entire agreement between the parties on the subject matter hereof and replaces and supersedes all prior agreements on the subject, whether oral or written, express or implied.
16. **Licensing:** Contractor shall secure in its name and at its expense all federal, state, and local licenses and permits required for operation under this Contract. Contractor shall provide proof of such licensure or permit to the University prior to commencing work under this Contract.
17. **Publicity, Publication, Reproduction and use of Contract's Products or Materials:** Unless otherwise provided by law or the University, title and possession of all data, reports, programs, software, equipment, furnishings and any other documentation or product paid for with University funds shall vest with the University. The Contractor shall at all times obtain the prior written approval of the University before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor or any of its subcontractors publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the University shall have a royalty free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication.
18. **Confidentiality:** The contractor shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of the University.
19. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, flood, epidemics, strikes, embargoes or unusually severe weather. Dates or time of performance shall be extended to the extent of delays excused by this section provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
20. **Notices:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing and addressed to the persons and addresses below.
21. **Insurance Requirements: Attachment B,** hereby incorporated by reference.
22. **Signatures:**

FOR THE UNIVERSITY OF MAINE
SYSTEM:

FOR THE CONTRACTOR:

BY: _____
(signature)

LEGAL NAME: _____

BY: _____
(signature)

Name: _____
(print or type)

Name: _____
(print or type)

Title: _____

Title: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Date: _____

Date: _____

Tax ID #: _____

Substitute Form W-9 - Taxpayer Identification Number Request & Certification

Please complete the following information. We are required by law to obtain this information from you when making a reportable payment to you.

If you do not provide us with this information, your payments may be subject to federal income tax backup withholding. Use this form only if you are a **U.S. person** (including US. resident alien.). If you are a foreign person, use the appropriate Form W-8.

Part 1 Tax Status:

Print Name: _____

Address (number, street, and apt. or suite

no.): _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

Complete One:

Individual/Sole Proprietor Business Name, if different from above

Social Security Number _____ - _____ - _____

- or - Business EIN _____ - _____ - _____

Partnership EIN ____ - _____

Corporation EIN ____ - _____

Please answer questions below if you are a corporation:

1. Corporation providing legal services? **Y N**

2. Corporation providing medical services? **Y N**

Limited Liability Company EIN ____ - _____

Tax-Exempt or Not-for-Profit under § 501(C)(3) EIN ____ - _____

Government Entity EIN ____ - _____

Estate or Trust EIN ____ - _____

All other Entities EIN ____ - _____

Part 2 Exemption: If exempt from Form 1099 reporting, check here:
and circle your qualifying exemption reason below

1. An organization exempt from tax under IRC section 501(a)
2. The United States or any of its agencies or instrumentalities
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities
5. An international organization or any of its agencies or instrumentalities
6. Other: _____

Part 3 Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Signature of U.S. person: _____ Date: _____

Please return this form with the attached contract. Thank you for your cooperation.

**UNIVERSITY OF MAINE SYSTEM
CONTRACT FOR PROFESSIONAL SERVICES
INSURANCE REQUIREMENTS**

ATTACHMENT B

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. Professional Liability (Errors and Omissions)	\$2,000,000 limit or more
3. Automobile Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
4. Employee Dishonesty (Insurance Policy or Bond)	\$1,000,000 limit or more
5. Workers Compensation	Required for all personnel (In Compliance with Applicable State Law)

The amounts carried are subject to minimum requirements as established by applicable laws and regulations. The University reserves the right to accept alternative insurance limits when deemed in its best interest to do so.

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:
Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401

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 statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.