



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)
University of Maine at Farmington
Lease of Compact Utility Work Machine
RFB #038-17

Response Deadline Date/Time: October 21, 2016, 1:00 PM
EST

Response Submission Information:

University of Maine at Farmington
Office of Facilities Management
147 Farmington Falls Rd.
Farmington, ME 04938
Attn: Ryan Ward / Jeff McKay

Response Contact Information:

Strategic Sourcing Manager: Ryan Ward
Email: roger.ward@maine.edu Phone: (207) 581-2712

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SECTION 1

1.0 General Information

1.1 Purpose

The University of Maine at Farmington is seeking proposals to lease one (1) compact utility work machine as defined in this document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

The compact utility work machine is to perform multiple task for the University of Maine at Farmington. Task include, but not limited to, sweeping of sidewalks, snow removal, assist in removal of debris throughout campus as well as lifting of ash trays in the biomass boilers on campus.

Lease shall be for three (3) years / thirty-six (36) months with option to purchase machine and / or attachments. Purchase option at the end of lease shall be approximately 25% to 35% of total cost including, but not limited to, total value of machine and attachments, lease interest, and administrative fees.

1.2 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 "Respondent(s)" or "respondent(s)". The Respondent to whom the Contract is awarded shall be referred to as the "Contractor."

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 Administrative Services.

1.4 Award Protest

Bidders may appeal the award decision by submitting a written protest to the Chief Procurement Officer of the University of Maine System 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 Pricing

Refer to **Appendix B** for specific bid instructions/requirements.

1.6 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.

1.7 Evaluation Criteria

Award will be made to the low respondent provided that all other requirements are satisfactorily met, including receipt of bid as outlined in **Appendix B**.

Best and Final Offers: All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will not be given another opportunity to modify pricing once submitted.

1.8 Costs of Preparation

Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.

1.9 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.

1.10 Bid Submission

A SIGNED copy of this bid document must be submitted to the Office of Strategic Procurement as follows:

1. Completion of **Appendix A**. **Appendix A** must be SIGNED as part of the submission.
2. Bid submission will be submitted electronically to the Email provided in the Contact section of the cover page of this document.
3. Electronic submission must be received by the required Response Deadline/Time reflected on the cover page of this document.
4. Respondent may attached company bid to their submission as supporting information. Respondent is still required to complete **Appendix B**.

SECTION 2

2.0 Bid Terms

2.1 Payment Terms

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.

2.2 Pricing

All prices quoted shall remain firm for the entire term of the agreement.

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 Invoices

Unless otherwise specified in an attachment hereto, invoices and questions regarding invoices will be directed to:

Accounts Payable Shared Services
5765 Service Bldg.
Orono, ME 04469

Phone: [207-581-2692](tel:207-581-2692)
Fax: [207-581-2698](tel:207-581-2698)
Email: UMAP@maine.edu

2.5 Contact – Post Award

Unless otherwise specified in an attachment hereto, the awarded respondent will Email any notice to the person(s) listed below. This person will serve as receipt of the delivery of the product / service.

Contact Name: Jeff McKay, Director of UMF Facilities Management
Email: Jeffrey.d.mckay@maine.edu
Telephone: (207) 778-7009

2.6 Product / Service Delivery

The following detail the product / service delivery requirements to the awarded respondent. As part of the submission of the bid the awarded respondent is committing to these requirements.

Delivery: Must be received within 10 business days from the bid award.

Notification: Notification must be made to Jeff McKay twenty-four (24) hours prior to delivery so that personnel may be available to receive delivery.

Other: Vendor is required to deliver all license/maintenance keys and documentation necessary to support the usage and record of the University of Maine System acquisition within the delivery date/time specified above.

2.7 Title

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. Farmington.

2.8 Order of Precedence

In the event of any conflicts among the bid documents the following order of precedence shall apply:

- A. This Request for Bid (RFB).
- B. Addendum A – University of Maine System Bid Vendor Page
- C. Addendum B - Pricing
- D. Respondent Attachments, as required.

Appendix A – University of Maine System Bid Vendor Page

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Bid – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

- This bid and the pricing structure contained herein will remain firm for a period of 30 days from the date and time of the bid deadline date.
- No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's quote.
- No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a quote.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge all information provided in the enclosed quote, both programmatic and financial, is complete and accurate at the time of submission.

Authorized Signature

Date

Name and Title (Typed)

Appendix B – Specifications & Price Quote

Respondents are required to submit all costs associated with the stated product.

One (1) new 2016 model year or newer **Bobcat Toolcat Model 5600 (or equal)** compact utility work machine as described below delivered to the University of Maine at Farmington.

Specifications:

Bobcat Toolcat Model 5600 (or equal) Utility Work Machine

- All – Wheel Steer
- All – Wheel Drive
- Power Steering with Tilt Steering Wheel
- Liquid Engine Cooling
- Engine Block Heater
- Diesel, Minimum 18 Gallon Fuel Tank
- Minimum 60 hp
- Two-Speed Transmission
- Cruise Control
- Upgrade Tires – 29 x 10.5 Trac Tire (or equal)
- Rear Hydraulic Dump Box
 - Minimum
- Front Boom / Lift Arm, Joystick – Manually Controlled
- Attachment Control
- Power Bob-Tach (or equal)
- Cab Enclosure
 - Heating & Air Conditioning
 - Front & Rear Window
 - Front Wiper
 - Electric Power Port
 - Rear View Mirror
- Interior Trim
- High Flow Package (or equal)
- Auxiliary Hydraulics – Variable Flow with Dual Direction
- 4 – Wheel Independent Suspension
- Rear Receiver Hitch
- Front Work Light
- Rear Work Light
- Headlights
- Backup Alarm
- Turn Signals
- Flashers
- Tail Lights
- Brake Lights

Request for Bid – Lease of Compact Utility Work Machine

Dated: October 14, 2016

- Side Mirrors
- Horn
- Radio Option
- Adjustable Vinyl Seat
- Beverage Holders
- 36 Month Protection Plus (or equal)
- Deluxe Road Package (or equal)

Attachments:

- 68 Inch General Purpose Bucket
 - Bolt-on Cutting Edge, 68 Inch
- Pallet Fork Frame
 - 48 Inch Pallet Fork Teeth
- 60 Inch Sweeper
 - Gutter Brush
- 68 Inch Angle Broom
- Ventrac Drop Spreader Model SA250-AA01482 (or equal)
- Kage System 8 Foot (or equal)
- SB200 Snowblower, 60 Inch Width (or equal)
- Upgrade Hydraulic Motor Package (21 – 26 gmp)

Price Quote:

Make, Model & Year: _____

Quote Total of Items Quoted Including All Freight/Delivery, Assembly, Administrative Fees: \$ _____

Lease Finance Interest Rate: _____ %

Monthly Lease Payment: \$ _____ x 36 months = \$ _____

Purchase Option Price at End of Term: \$ _____

TOTAL COST INCLUDING LEASE PAYMENTS & PURCHASE OPTION PRICE: \$ _____

QUOTE VALID FOR 30 DAYS

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone Number)

(E-mail Address)

(Date)

Respondent's Attachments –

Provide supporting descriptive documentation of Compact Utility Work Machine and attachments included in bid. The University requires descriptive documentation to determine if quoted Compact Utility Work Machine meets specifications listed above.

DRAFT