



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Office of Strategic Procurement

**REQUEST FOR BIDS**

**YAMAHA DIGITAL MIXING CONSOLE**  
**University of Maine**

**RFB # 05-10**

ISSUE DATE:  
August 14, 2009

BIDS MUST BE RECEIVED BY:  
Friday, August 28, 2009, 2:00 pm

DELIVER BIDS TO:

University of Maine System  
Office of Strategic Procurement  
Attn: Anne-Marie Nadeau  
16 Central Street  
Bangor, ME 04401

**OFFICE OF STRATEGIC PROCUREMENT  
UNIVERSITY OF MAINE SYSTEM  
16 CENTRAL STREET  
BANGOR ME 04401**

**Yamaha Digital Mixing Console**

The University of Maine System, acting for the University of Maine, is seeking bids for a Yamaha Digital Mixing Console and accessories as specified in the following information.

**1.0 GENERAL INFORMATION**

- 1.1 Definition of Parties: For reference, the University of Maine System will hereinafter be referred to as the *University*. Each firm responding to this Request for Bid will be referred to as the *Bidder* and the bidder selected to provide the fixtures to the University will be referred to as the *Contractor*.
- 1.2 Scope: Items to be quoted are a Yamaha digital mixing console, Item # PM5D-RH, Version 2, spare power supply item # PW800W, and power supply link cable, item # PSL120. No substitutions will be accepted. Items shall be provided by authorized Yamaha dealers, must be new and shipped in factory-sealed containers with the full manufacturer's warranty. Delivery of the items is required no later than Monday, September 21, 2009.
- 1.3 Award: The award shall be made to the lowest responsible and responsive bidder. 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 right is reserved 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. If tie bids are all from in state or all from out of state bidders, the order shall be awarded to the bid that arrives first at the Office of Strategic Procurement.
- 1.4 Award Protest: Bidders may appeal the award decision by submitting a written protest to the 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 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. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Anne-Marie Nadeau  
Office of Strategic Procurement  
16 Central Street  
Bangor Maine 04401  
207-973-3308

- 1.6 Costs of Bid Preparation: The bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- 1.7 Debarment: Submission of a signed bid in response to this solicitation is certification that the bidder (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.

- 1.8 Submission : A signed original plus two (2) copies of the bid must be received at the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, no later than **2:00 PM EST Friday, August 28<sup>th</sup>, 2009**, 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 PM 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 to learn if the University has closed because of weather. 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 BIDS OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Bids must be submitted in a sealed envelope clearly marked with the bid number and due date on the outside. Bids shall be valid for a minimum of thirty (30) days.

- 1.9 Evaluation Criteria: Award will be made to the lowest cost bidder provided that all other requirements are satisfactorily met.
- 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 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 #\_\_\_\_\_

- 1.11 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 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.

## 2.0 TERMS AND CONDITIONS

- 2.1 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.
- 2.2 Transportation: Shipments shall be F.O.B. Destination to the University of Maine, 5746 Collins Center for the Arts, Orono, Maine 04469-5746. Bid prices must include all charges for

transportation including but not limited to, packaging, crates, containers, insurance, and duty and brokerage charges necessary to complete delivery

- 2.3 **Delivery Notification:** The University shall be notified 24 hours prior to delivery so that personnel may be available to receive the shipment and verify contents. Delivery notification shall be made to Brett Zeigler, telephone 207-581-1804. Receiving hours are Monday - Friday 8:00 AM – 3:30 PM, holidays excluded.
- 2.4 **Packaging:** All shipping containers shall be properly and legibly marked or labeled on the outside with the description of the items and purchase order number. Packing or delivery slips must be provided.
- 2.5 **Tax Exemption:** Items furnished to the University are exempt from Maine Sales Tax. Exemption certificates will be provided upon request.
- 2.6 **Payments:** Payment terms will be net 30 unless discount terms are offered. Invoices shall be submitted to the Purchasing Department, University of Maine, 5765 Service Building, Orono, ME 04469. Invoices must reference the purchase order number. The University's preferred method of payment is via credit card.

### 3.0 SPECIFICATION:

<b>Quantity</b>	<b>Description</b> <b>Yamaha Digital Mixing Console to include power supply unit with link cable.</b>  <b>NO SUBSTITUTIONS</b>
1	Digital Mixing Console # PM5D-RH Version 2
1	Power Supply Unit # PM800W
1	Link Cable for Power Supply Unit # PSL120

## 4.0 BID FORM: Yamaha Digital Mixing Console with accessories.

Please submit this bid form with your response no later than 2:00 p.m., Friday, August 28<sup>th</sup>, 2009.

**Required delivery: On or before September 21, 2009.**

Quantity	Description	Cost
1	Yamaha Digital Mixing Console # PM5D-RH Version 2	
1	Power Supply Unit # PM800W	
1	Link Cable for Power Supply Unit # PSL120	
	Total Cost	

4.1 Leadtime: Number of days to delivery after receipt of order: \_\_\_\_\_

4.2 Will you accept payment via credit card (VISA)? Yes \_\_\_\_\_ No \_\_\_\_\_

4.3 If payment by credit card is accepted and an early payment discount is offered, would the University receive the discount if paying by credit card? Yes \_\_\_\_\_ No \_\_\_\_\_

4.4 Early Payment Discount Term, if applicable: \_\_\_\_\_

4.5 Provide one copy of the User's Manual.

4.6 Provide warranty information to include duration and extent of coverage.

Submitted By:

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Authorized Representative \_\_\_\_\_  
Print Name

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_