



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Proposal (RFP)

**PAINT AND RELATED SUPPLIES**

**RFP #080-17**

**Issued Date:** March 15, 2017

**Response Deadline Date/Time:** April 13, 2017, 3:00 PM EST

**Response Submission Information:**

University of Maine System

Office of Strategic Procurement

Submitted electronically to **roger.ward@maine.edu**

Email Subject Line – **UMS Paint & Related Supplies - RFP#080-17**

**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 Definition of Parties

The University of Maine System will hereinafter be referred to as the "University." Respondents to the document shall be referred to as "Respondent(s)" or "Respondent(s)". The Respondent to whom the Agreement is awarded shall be referred to as the "Contractor." The University of Maine System and other components of the University shall be referred to as "Multi-Institution".

### 1.2 Purpose

The **University of Maine System** is seeking responses to provide **Paint and Related Supplies** as defined in this document. This document provides instructions for submitting responses, the procedure and criteria by which the Respondent(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

The intent of this RFP is to award contract(s) to responsible vendor(s) who submission proposal(s), conforming to this RFP is most advantageous to the University of Maine System, price and other factors considered.

The University of Maine System annually spends over \$120,000 in paint and paint supplies.

Respondents should review **Section 2** of this document to see the full Scope of Services/Products required.

All campuses in the University of Maine System must be afforded the use of this solution, with all the same terms and conditions applicable to the various University locations.

### 1.3 Overview

Established in 1968, the University of Maine System (UMS) unites seven distinctive public universities, comprising 10 campuses and numerous centers, in the common purposes of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

Maine's largest educational enterprise, the University extends its mission as a major resource for the state, linking economic growth, the education of its people, and the application of research and scholarship.

A comprehensive public institution of higher education, UMS serves nearly 40,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of the following seven universities: University of Maine (UM); University of Maine at Machias (UMM); University of Maine at Augusta (UMA); University of Maine at Presque Isle (UMPI); University of Maine at Farmington (UMF); University of Southern Maine (USM); and, University of Maine at Fort Kent (UMFK).

### **University of Maine at Augusta**

Founded in 1965, the University of Maine at Augusta (UMA) transforms the lives of students of every age and background across the State of Maine and beyond through access to high-quality distance and on-site education, excellence in student support, civic engagement, and professional and liberal arts programs. Celebrating its 50th anniversary, UMA is the third largest public university in Maine. In addition to its main campus in the state's capital, UMA also serves students at its campus in Bangor (UMA Bangor) and through University College centers around the state. With its multiple locations and long-term expertise in online and distance learning, UMA is generally considered the university of choice for Mainers of all ages who want to attend college without uprooting their lives.

### **University of Maine at Farmington**

Established in 1864, the University of Maine at Farmington (UMF) is a small, increasingly selective public liberal arts college, featuring programs in teacher education, the arts & sciences and professional studies, serving primarily full-time, traditional-age undergraduates in a residential setting. Farmington continues to be recognized for its academic quality, small classes, close-knit community and integrated curricular, co-curricular and extra-curricular offerings. With enrollment at around 1,800 full-time students, UMF is about the same size as many of New England's most selective private colleges and offers many of the same advantages, yet at a very attractive price.

### **University of Maine at Fort Kent**

Founded in 1878, the University of Maine at Fort Kent (UMFK) is a unique learning institution perfect for people seeking a rural scholastic atmosphere of modern academic standards combined with an eclectic mix of rugged outdoor vistas and access to cosmopolitan epicenters across two countries. The learning opportunities at UMFK have become a model of a "rural university" that other New England campuses attempt to emulate. Strong academic programs include associate and bachelor's degrees in such disciplines as nursing, business, education, forestry and cyber security among others. The student body at UMFK numbering 1,500, has a higher percentage of international students than any other university in New England, allowing immersion in a cultural opportunity that is unique in the world. Featuring seventy-seven full-time and adjunct faculty and eighty-one staff, UMFK enjoys national recognition for quality and value as well as championships in men's and women's soccer.

### **University of Maine at Machias**

The University of Maine at Machias, (UMM) a member of the University of Maine System, sits on the Gulf of Maine, surrounded by rivers, forests, fishing villages,

and blueberry barrens. This unspoiled portion of the Atlantic coast is known for its outdoor recreational opportunities and quality of life. As Maine's Coastal University, faculty and students approach the liberal arts with a focus on coastal, environmental and community issues. The academic experience emphasizes learning both in the classroom and in experiential settings. UMM's fifteen undergraduate degree programs serve approximately 800 students. The University's applied research and public services contribute to the improvement of the quality of life and economic development in Downeast Maine.

### **University of Maine**

Established as a land grant college in 1865, the University of Maine (UM) is the state's premier public research university. Located in Orono, UMaine as it is sometimes called, is the flagship institution of the University of Maine System. UMaine has an overall enrollment of more than 11,000 students who pursue majors in ninety undergraduate disciplines, more than seventy masters' courses of study and thirty doctoral programs. Ranked 105th by the National Science Foundation among American research universities, UMaine's research faculty has an international reputation for excellence and the campus' Fogler Library is the largest in the state. Located on more than 600 acres only a few miles from Bangor, one of Maine's largest cities, the University of Maine is a major resource not only for education but economic and community development throughout the state.

### **University of Maine at Presque Isle**

For more than a century, the University of Maine at Presque Isle (UMPI) has been helping students find their path to great professional careers providing its 1,100 traditional and non-traditional students from all areas of the state, country, and world with life-changing opportunities in a caring, small-university environment. UMPI combines liberal arts and selected professional programs and serves as a cultural and educational resource for the entire region. The campus sits on 150 acres surrounded by the rolling hills and potato fields of northern Maine and the University strives to be the region's premier learning institution while helping to stimulate cultural and economic development in Aroostook County and the state of Maine. The University serves as an educational and cultural center for the area and its facilities are utilized for lectures, programs, concerts, dance performances, exhibits, and plays that benefit the entire region.

### **University of Southern Maine**

The University of Southern Maine (USM), northern New England's outstanding public, regional, comprehensive university, is dedicated to providing its diverse student body of more than 9,000 students from forty states and thirty foreign countries with a high-quality, accessible, and affordable education. Through its undergraduate, graduate, and professional programs, USM faculty members educate future leaders in the liberal arts and sciences, engineering and technology, health and social services, education, business, law, and public service. Located on three campuses in Gorham, Portland, and Lewiston-Auburn,

USM is known as Maine's Metropolitan University and serves communities that are among the largest population centers in the state.

## 1.4 Eligibility to Submit Responses

Public entities, private for-profit companies, and non-profit companies and institutions are invited to submit a response to this document.

## 1.5 Evaluation Criteria

**Scoring Weights:** The score will be based on a 100 point scale and will measure the degree to which each response meets the following criteria.

| Submission Requirements | Category   | Points     |
|-------------------------|--|------------|
| Section 4 (4.1 & 4.2)   | Organization Qualifications, Experience & References | 65         |
| Section 4 (4.3)         | Economic Impact Within State of Maine                | 10         |
| Section 4 (4.4)         | Cost Response  | 20         |
| Section 7               | Contract for Services                                | 5          |
|                         | <b>Total Points</b>                                  | <b>100</b> |

### **Section 4 (4.4 Only)** – Cost Response

The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times (20) = \text{prorated score}$$

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

### **Section 7 – Contract for Services**

Responses which indicate full acceptance of the terms and conditions will receive the total points noted in the table above responses with language adjustments will have point reductions based on University risk assessment.

## 1.6 Timeline of Key Events

| Reference Section | Event Name                                       | Event Due Date and Time               |
|-------------------|--|---------------------------------------|
| Section 1, 1.6    | <b>MANDATORY</b> Respondents' Pre-Bid Conference | <b>March 22, 2017 1:00 PM EST</b>     |
| Section 1, 1.7    | Deadline for Written Inquiries/Questions         | <b>March 27, 2017 End of Business</b> |

|                |   |                                       |
|----------------|---|---------------------------------------|
| Section 1, 1.7 | Response to Written Inquiries/Questions                     | <b>March 31, 2017 End of Business</b> |
| Section 1, 1.7 | Deadline for Responses                                      | <b>April 13, 2017 3:00 PM EST</b>     |
|                | Award Announcement ( <b>subject to change</b> )             | <b>April 28, 2017</b>                 |
|                | Estimated Agreement Start Date ( <b>subject to change</b> ) | <b>July 1, 2017</b>                   |

## 1.7 Respondents' Mandatory Pre-bid Conference

A conference will be held on **March 22, 2017 at 1:00 PM EST**. The purpose of this conference is to answer questions and provide clarifications as may be required. The University will provide at this time the samples to match as required in Section 4.1.10. Attendance by all prospective Respondents is **MANDATORY**.

The Pre-bid Conference will be held at the University of Maine campus, at the Keyo Building Conference Room 100A in Orono, ME.

Respondents planning to attend this Pre-bid Conference are required to pre-register using the Response Contact Information email address provided on the cover page of this document no later than **March 21, 2017 6:00 PM EST** with the name(s) and title(s) of the individual(s) who will attend.

## 1.8 Respondents' Presentations

Presentations may be requested of two or more Respondents deemed by the University to be the best suited among those submitting responses on the basis of the selection criteria. After presentations have been conducted, the University may select the Respondent(s) which, in its opinion, has made the response that is the most responsive and most responsible and may award the Agreement to that/those Respondent(s).

## 1.9 Communication with the University

It is the responsibility of the Respondent(s) to inquire about any requirement of this document that is not understood. Responses to inquiries, if they change or clarify the document in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the document. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php)

It is the responsibility of all Respondents 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 using the **Response Contact Information** provided on the cover sheet of this document. Failure to comply with this requirement could result in disqualification from further consideration.

Refer to table in **Section 1, 1.6 Timeline of Key Events** for deadline requirements.

## 1.10 Award



While the University prefers a single solution that is scalable to meet the needs of both large and small institutions, it reserves the right to award Agreement(s) to one or multiple Respondents, which may include awards to Respondents for a geographical area, if such award is in the best interest of the University. **All individual projects estimated at \$50,000 or more shall be required to be bid separately from this RFP.**

Contracts shall cover the actual needs of the University's individual Campus Department of Facilities Management. **Contracts shall start July 1, 2017 and expire June 30, 2022 with the option for five (5) additional one (1) year renewals.**

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all responses, in whole or in part, and is not necessarily bound to accept the lowest cost response if that response is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, a Agreement may be awarded to that Respondent without further action.

### 1.11 Award Protest

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Chief Procurement Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge.

### 1.12 Confidentiality

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and a Respondent selected (the successful Respondent). At that time the University will issue award notice letters to all participating Respondents and the successful Respondent's response may be made available to participating Respondents upon request. After the protest period has passed and the Agreement is fully executed, the winning response 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 portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent 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.

### 1.13 Costs of Preparation

Respondent assumes all costs of preparation of the response and any presentations necessary to the response process.

### 1.14 Debarment

Submission of a signed response 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.

### 1.15 Response Understanding

By submitting a response, the Respondent agrees and assures that the specifications are adequate, and the Respondent accepts the terms and conditions herein. Any exceptions should be noted in your response.

### 1.16 Response Validity

Unless specified otherwise, all responses shall be valid for ninety (90) days from the due date of the response.

### 1.17 Non-Responsive Submissions

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.

### 1.18 Response Submission

A **SIGNED** virus-free electronic copy must be submitted as follows:

- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.
- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.

### 1.19 Authorization

Any Agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Office of Strategic Procurement, Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

### 1.20 Multi-Institutional

The University of Maine System, Office of Strategic Procurement reserves the right to authorize other University Institutions to use the Agreement(s) resulting from this document, if it is deemed to be beneficial for the University to do so.

**1.21 Contractor's Liability Insurance**

Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

| # | Insurance Type   | Coverage Limit                     |
|---|--|------------------------------------|
| 1 | Commercial General Liability, including Product's and Completed Operations<br><br>(Written on an Occurrence-based form)<br>(Bodily Injury and Property Damage) | \$1,000,000 per occurrence or more |
| 2 | Vehicle Liability<br>(Including Hired & Non-Owned)<br>(Bodily Injury and Property Damage)  | \$1,000,000 per occurrence or more |
| 3 | Workers Compensation<br>(In Compliance with Maine and Federal Law)   | Required for all personnel         |

Coverage limit requirements can be met with a single underlying insurance policy or through the combination of an underlying insurance policy plus an Umbrella insurance policy.

**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:

**UMS Risk Management  
University of Maine System  
Lewiston Hall, Third Floor  
65 Texas Avenue  
Bangor, ME 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.

The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion.

**1.22 Pricing:**

Provide pricing on the attached **Appendix C – Cost Response Form** and **Exhibit 1 – Paint & Related Supplies Bid Form** for all listed items.

Pricing for other paint and related supplies will be based on a percentage discount off the Manufacturer's Price List. The percentage discount shall remain fixed for the term of the Contract. Manufacturer's Price Lists shall remain fixed for one year. All items on the Manufacturer's Price List shall be available to the University at the quoted discount whether or not the item is specified on the Cost Response Form.

Annual changes to the Manufacturer's Price List shall be submitted to the Contract Administrator in writing sixty (60) days prior to the effective date of the change. The University reserves the right to cancel the contract if price changes are not acceptable and issue a request for proposals for a new contract.

Pricing shall include paint environmental fee and any / all other paint fees. Delivery shall be determined and listed in the Cost Responses Form.

### 1.23 Samples

Prior to award of the Contract, sample paints and related supplies may be requested of one or more Respondents in order to further evaluate products offered in response to this request. Samples shall be exact and true representations of the material offered. Each sample shall be properly tagged or labeled with the name of the Respondent(s), the proposal opening date, and the specific commodity or item number. Samples shall be provided at no cost to the University. In the event the delivered product fails to conform to the sample provided, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the Contract requirements at no additional cost to the University.

### 1.24 Cost Response Form Quantities

The quantities shown on the cost response form are approximate only. The Contractor shall cover the actual needs of the University throughout the term of the Agreement regardless of whether they are more or less than the quantities shown.

Usage quantities shown on the bid form are for the most recent year (January 1, 2016 – December 31, 2016) for **University of Maine (UM) ONLY** and are estimated totals. Usage quantities do not include any other Universities of the University of Maine System.

### 1.25 Alternates:

Unless otherwise provided for in this solicitation, the name of a certain brand, make of manufacturer does not restrict Respondent(s) to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quantity 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 Respondent'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 submission non-responsive. Unless the Respondent clearly indicates in its response that the product offered is an "equal" product, such submission will be considered to offer the brand name products reference in this solicitation.

## 1.26 Agreement Documents

The Agreement entered into by the parties shall consist of the University of Maine System Contract for Services (attached to this document), the RFP, the selected Respondent's submission, including all appendices or attachments and clarifications, 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 Agreement Documents.

In the event of a conflict of terms the following precedence will apply:

1. University of Maine System Contract for Services
2. The University's RFP
3. Respondent's Submission
4. Contract Amendments (as required)
5. Purchase Order or Letter of Agreement

The winning Respondent must enter into a formal University of Maine System Contract for Services, which is attached to this response, **University of Maine System, Contract for Services**. Respondent's submission requirements for the Contract for Services are provided in **Section 7.0** of this document.

## 1.27 Employees

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Agreement Administrator or designee, notifies the Contractor in writing that any person employed on this Agreement is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Agreement without the prior written consent of the Agreement Administrator.

## 1.28 Environment Compliance

In the event that the resulting Agreement involves the generation, transportation, handling, disposal, and/or other operations or activities in relation to toxic, hazardous, radioactive, or otherwise dangerous gases, vapors, fumes, acids, alkali's, chemicals, wastes or contaminants and/or other substances, materials or conditions, the Contractor agrees to indemnify save harmless and defend the University from and against all liabilities, claims, damages, forfeitures, suits, and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which the University may hereafter incur as a result of death or bodily injuries or damage to any property, contamination of or adverse effects of the environment or any violation of state or federal regulations or laws (including without limitation the Resources Conservation and Recovery Act, the Hazardous Material Transportation Act or the Superfund Amendment and Reauthorization Act, as the same now exists or may hereafter be amended) or order based on or arising in whole or in part from the Contractor's performance under the Agreement, provided, however the Contractor shall not indemnify the University for any liabilities, claims, damages, (as set forth above) caused by or arising out of the sole

negligence of the University, or arising out of any area of responsibility not attributable to Contractor.

## **SECTION 2**

### **2.0 Commodity Description / Scope of Work**

The University of Maine (UMaine) Central Supply warehouse maintains an inventory of paint and related supplies for campus requirements. While this contract is for all campuses to utilize the University of Maine (UMaine) in fiscal year 2016 totaled approximately 78% of total spend for paint and paint related supplies. University of Southern Maine approximately 16% of total spend, University of Maine at Farmington approximately 4.7%, and University of Maine at Augusta approximately 1.3% of total spend on paint and paint related supplies. Information for University of Maine at Fort Kent and University of Maine at Presque Isle is not available.

Paint and related compounds shall meet Green Seal environmental standards for volatile organic compounds (VOCs) and other ingredients as specified.

#### **ORDER FULFILLMENT REQUIREMENTS**

There shall be no minimum or maximum order amount. The University may place orders against the Price Agreement either in person, electronically, by fax or by phone. Once an order is issued, the following shall apply:

- All orders purchased against this Price Agreement shall be FOB destination freight prepaid and charged. No COD deliveries will be accepted. For orders required immediately Contractor shall delivery directly if requested. The University may also pick-up orders at the nearest store.
- The Contractor shall make every effort to ensure the immediate delivery of all Price Agreement orders. The Contractor must be able to deliver merchandise to the University on the next business day after receiving an order.
- The Contractor is responsible for coordinating with customers and carrier(s) the delivery schedule, shipping instructions and location delivery details.
- Contractor shall provide all colorants and coloring of paint at no added cost over the price of the standard white of the product line listed in the resulting Price Agreement. Exception permitted by the University for "Safety Colors".
- The Contractor shall provide an assigned "Customer Service" representative(s) for each University who will be responsible for resolving Price Agreement performance issues.
- Product damaged as a result of Contractor negligence will either be replaced immediately at the Contractor's expense or if the University prefers, deducted from final payment. The Contractor shall pay for any shipping and arrange for pick-up of any defective returns.
- Paints are to be in a metal can.

#### **SERVICE EXPECTATIONS**

The University requires the Contractor to provide the following Service Expectations:

- Assist each University in making the most cost effective purchase offering the greatest value while meeting all requirements.
- Provide each University with a color matching device and software to match existing paint. Device and software is to be provided at no charge to each University and updated when paint formulas change at no additional charge.

- Provide the University of Maine (UMaine), at no charge, mixing tool/shaker and tinting machine. The University currently uses a **422 semi-automatic colorant dispenser from Highland**. Contractor shall furnish and install at no additional cost to the University paint tinting machine and mixing tool/shaker.
- Provide the University of Maine at Farmington (UMF), at no charge, a mixing tool/shaker and tinting machine. Contractor shall furnish and install at no additional cost to the University paint tinting machine and mixing tool/shaker equal to the mixing tool/shaker and tinting machine provided to UMaine.
- Provide the University of Southern Maine (Portland Campus), at no charge, a mixing tool/shaker.
- The Contractor, or a designated representative, shall provide same day response to the UMaine to resolve any / all issues if contacted prior to 10:00 AM EST.
- The Contractor, or a designated representative, shall review the paint and supplies inventory once per month at the UMaine to provide assistance in maintaining appropriate stock levels. When requested by all other Universities, provide site visits by qualified sales representative in developing price quotes and assist in determining needed materials to complete upcoming paint projects.
- Provide Safety Data Sheet(s) (SDS) with each first shipment of paint and paint related products per delivery location.
- The Contractor shall recycle paint, no matter the brand, for the University.

**MAXIMUM VOLATILE ORGANIC COMPOUNDS (VOCs) LEVELS:**

All paint and other applicable products shall be in compliance with the following Green Seal Recommended Maximum VOC levels:

| Type of Paint                 | VOCs (grams/liter) | VOCs (pounds/gallon) |
|-------------------------------|--------------------|----------------------|
| <b>Interior Architectural</b> |                    |                      |
| Flat                          | 50                 | 0.42                 |
| Non-Flat                      | 150                | 1.25                 |
| <b>Exterior Architectural</b> |                    |                      |
| Flat                          | 100                | 0.83                 |
| Non-Flat                      | 200                | 1.66                 |
| <b>Anti-Corrosive</b>         |                    |                      |
| Flat                          | 250                | 2.1                  |
| Semi-gloss                    | 250                | 2.1                  |
| Gloss                         | 250                | 2.1                  |



## SECTION 3

### 3.0 Response Submission Requirements

This section contains instructions for Respondents to use in preparing their submission. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings as they appear here. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score. The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response. Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent's experience and ability to perform the requirements specified throughout this document.

Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

### 3.1 General Format Instructions

- 3.1.1 **ELECTRONIC SUBMISSIONS** - Documents submitted as part of the electronic response are to be prepared on standard electronic formats of 8-1/2" x 11" and of PDF file type. Submissions requiring additional supporting information, such as, foldouts containing charts, spreadsheets, and oversize exhibits are permissible and may be submitted as Appendices, clearly numbered and referencing the Section for which they provide supporting information.

For clarity, the Respondent's name should appear on every document page, including Appendices.

- 3.1.2 **RESPONSE COVER PAGE** - Respondents must complete and submit the response cover page provided in **Appendix A** of this document and provide it with the Respondent's submission. The cover page must be the first page of the response. It is important that the cover page show the specific information requested, including Respondent's address(es) and other details listed. The response cover page shall be dated and signed by a person authorized to enter into Agreements on behalf of the Respondent.

- 3.1.3 **RESPONDENTS RESPONSIBILITY** - It is the responsibility of the Respondent to provide all information requested in the document package at the time of submission. Failure to provide information requested in this document may, at the discretion of the University's evaluation review team, result in a lower rating for the incomplete sections and may result in the response being disqualified for consideration. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

- 3.1.4 **BRIEF RESPONSE** - Respondents are asked to be brief and to respond to each question listed in the “**Requirements Sections**” of this document. Number each response in the response to correspond to the relevant question in this document.
- 3.1.5 **ADDITIONAL ATTACHMENTS PROHIBITED** - The Respondent may not provide additional attachments beyond those specified in the document for the purpose of extending their response. Any material exceeding the response limit will not be considered in rating the response and will not be returned. Respondents shall not include brochures or other promotional material with their response. Additional materials will not be considered part of the response and will not be evaluated.

## 3.2 Proposal Format Instructions

The response shall be submitted under the same cover at the same time, in the five (5) distinct sections noted below:

### **Requirements - Organization Qualifications and Experience**

1. Label this Section 1 in the response.
2. Appendix A – University of Maine System Response Cover Page and table of contents.
3. Provide responses for each requirement for **RFP Section 4**:
  - a. 4.1 Organizational Qualifications and Experience
  - b. 4.2 References
  - c. 4.3 Economic Impact within the State of Maine

### **Requirements - Cost Response –**

1. Label this Section 2 in the response.
2. Provide responses for each requirement in **RFP Section 4**:
  - 4.4 Cost Response – Exhibit 1 referenced in Appendix C.

### **Contract for Services**

1. Label this Section 3 in the response.
2. Provide copy of the University of Maine, Contract for Services with the required responses as outlined in **RFP Section 7**.

### **Confidential Information**

1. Label this Section 4 in the response.
2. Provide the documents as outlined in **RFP Section 8**.

### **Attachments**

1. Label this Section 5 in the response.
2. Any remaining attachments required as part of the response.

## SECTION 4 - REQUIREMENTS

### 4.0 Organizational Qualifications, Experience, Financial Stability, References & Costs

Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

#### 4.1 Organizational Qualifications and Experience – 65 Points

- 4.1.1 Provide a statement describing the locations of nearby stores that carry your company's brand paint and paint supplies. Include in your statement days of the week, hours of operations and distance from nearest store to each campus. All seven (7) campuses are to be included, University of Maine, University of Maine at Augusta, University of Maine at Farmington, University of Maine at Fort Kent, University of Maine at Machias, University of Maine at Presque Isle, and University of Southern Maine (Portland & Gorham). - **5 Points**
- 4.1.2 Provide a statement describing your company's availability of ultra-deep base paints and ability to match at local store(s). Provide a statement describing your company's availability and delivery of traffic paint supply to each campus. – **5 Points**
- 4.1.3 Provide a statement describing your company's ability to ship orders within twenty-four (24) hours of order to all seven (7) campuses, same-day delivery of large orders to UMaine and USM (Gorham, Portland & Lewiston-Auburn), and in-store pickup of same day orders. - **10 Points**
- 4.1.4 Provide a statement describing your company's Customer Service Department. – **5 Points**
- 4.1.5 Provide a statement describing your company's Green Initiatives. – **5 Points**
- 4.1.6 Provide a statement describing your company's responsiveness and ability to replenish inventory at the UMaine Stock Room. Provide a statement describing your company's responsiveness and ability to replenish inventory at individual stores. Include, if applicable, your company's ability to move inventory from store to store to meet each campus's needs. - **10 Points**
- 4.1.7 Provide a statement describing your company's ability to match wood stains. - **5 Points**

- 4.1.8 Provide a statement describing your company's ability to provide related supplies. – **5 Points**
- 4.1.9 Provide a copy of all current licenses, registration and / or certifications issued by federal, state, and local agencies, and any other licenses, registration or certifications from any other governmental entity (if applicable). - **5 Points**
- 4.1.10 Provide one (1) gallon samples of each of the following:
- 1) 2-part varnish conversion product (non-lacquer based product only)
  - 2) Quick Dry Enamel or equal
  - 3) Armorseal Tread-Plex or equal
  - 5) Military Paint – Enamel, Lsterless, Fast Dry 3.5 VOC, MIL-DTL-11195, Type II HAPS Free Ammunition Coating
  - 4) Base paint tinted to match samples provided by the University on sign boards.
    - a. UMaine Blue – both light & dark in a semi-gloss product (currently use Sherwin Williams Pro Industrial)
    - b. UMaine White – pro-Mar 200 series
    - c. USM – Spray Green, Evening Light, Ice Egret, Moonscape, Antique Linen, Universal Grey & Cosmos in an egg-shell product (currently use Sherwin Williams Interior Architectural ProMar 200 zero VOC acrylic latex egg-shell base)
    - d. UMF Marron – Interior Latex Zero Voc (currently use Sherwin Williams Interior Architectural ProMar 200 zero VOC acrylic latex egg-shell base)

Samples are to be shipped to:

Ryan Ward, Sourcing Manager  
University of Maine System Strategic Procurement  
5761 Keyo Building  
Orono, ME 04469-5761

All samples are to have Product and Data sheets for each sample. Samples will be used for testing for coating of surfaces and appearance. – **10 Points**

## 4.2 References

Provide at least three (3) current professional references who may be contacted for verification of the Respondent's professional qualifications to meet the requirements set forth herein. We will request that the references include one long-standing customer (minimum of 3 year engagement) and one new customer (one who has been engaged with Respondent for less than one year). We strongly prefer clients from higher education institutions similar in size and requirements to the University of Maine System, including those with multi-campus integrated solutions.

## 4.3 Economic Impact within the State of Maine – 10 Points

In addition to all other information requested within this document, each Respondent must complete Appendix D in its submission to describe the Respondent's economic impact upon and within the State of Maine.

## 4.4 Cost Response – 20 Points

### 4.4.1 General Instructions:

4.4.1.1 The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.

4.4.1.2 The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements.

4.4.1.3 Failure to provide the requested information and to follow the required cost response format provided in Appendix C may result in the exclusion of the Response from consideration. Such exclusions shall be at the discretion of the University.

4.4.1.4 No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.

### 4.4.2 Cost Response Form Instructions – Appendix C

4.4.2.1 The Respondent **MUST** fill out **Exhibit 1** referenced in **Appendix C**, following the instructions detailed in Appendix C. For a copy of the excel version of Exhibit 1, email the contact provided in **Section 1.6**.

## **SECTION 5 - REQUIREMENTS**

### **5.0 Section 5 is intentionally left blank**

## **SECTION 6 - REQUIREMENTS**

**6.0 Section 6 is intentionally left blank**



## SECTION 7

### 7.0 Contract for Services Requirements – 5 Points

- 7.1 The winning Respondent must enter into a formal University of Maine System Contract for Services, which is attached to this response, **University of Maine System, Contract for Services**. By submitting a response to a Request for Proposal, bid, or other offer to do business with the University of Maine System, your entity understands and agrees that the attached University of Maine System, Contract for Services is the required agreement format.

The Respondent is encouraged to accept the format and terms and conditions as part of their submission. **Responses which indicate full acceptance of the terms and conditions will receive the total points noted in the table above responses with language adjustments will have point reductions based on University risk assessment.** To signify acceptance of the terms and conditions, Riders, the RFP and the Respondent's response, including all appendices or attachments, are incorporated in the final Agreement, the Respondent will sign the attached document and provide it as part of their response.

Any Respondent that requires adjustments to the terms and conditions other than what is part of the Respondent's submission (Riders A, A1, B1, B2, D, and F), will be required to provide the response as outlined in Section 8, 8.1.1 directly below.

- 7.1.1 Provide a **red-line version** to reflect language adjustments to the University of Maine System, Contract for Services, "Agreement".

For a copy of the word version of the Agreement email the contact provided in **Section 1.6**.

## **SECTION 8**

### **8.0 Confidential Information**

- 8.1 Certificate of Insurance – Provide on a standard Acord form (or the equivalent) evidencing the Respondent’s general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract. See 1.18
  
- 8.2 IRS Form W-9, or Form W-8 if you are a foreign entity.

## **SECTION 9**

### **9.0 List of Appendices and Related Documents**

This section lists documents which are included.

- 9.1 Appendix A – University of Maine System Response Cover Page
- 9.2 Appendix B – Debarment, Performance and Non-Collusion Certification
- 9.3 Appendix C – Cost Response Form
- 9.4 Exhibit 1 – Pricing
- 9.5 Appendix D – Maine Economic Impact Form
- 9.6 University of Maine System, Contract for Services

# Appendix A – University of Maine System Response Cover Page

## RFP #080-17 Paint & Related Supplies

|  |  |
|--|--|
| Organization Name:                               |  |
| Chief Executive – Name/Title:                    |  |
| Telephone:                                       |  |
| Fax:   |  |
| Email:   |  |
| Headquarters Street Address:                     |  |
| Headquarters City/State/Zip:                     |  |
| PO Box (if applicable):                          |  |
| Lead Point of Contact for Quote<br>– Name/Title: |  |
| Telephone:                                       |  |
| Fax:   |  |
| Email:   |  |
| Street Address:                                  |  |
| City/State/Zip:                                  |  |

- This quote and the pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote 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 submission.
- 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 response.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (Typed)

Appendix B – Debarment, Performance and Non-Collusion Certification

**University of Maine System**  
**DEBARMENT, PERFORMANCE and NON-COLLUSION**  
**CERTIFICATION**  
**RFP #080-17**  
**Paint & Related Supplies**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

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

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

Appendix C - Cost Response Form

**University of Maine System  
COST RESPONSE FORM**

**RFP #080-17  
Paint & Related Supplies**

Respondent's Organization Name:

\_\_\_\_\_

**BID SUBMISSION:**

**PRICING:** Provide item pricing on the Exhibit 1 – Pricing.

**PERCENTAGE DISCOUNT:** Provide the following information:

The discount off list price will be \_\_\_\_\_ % paint

\_\_\_\_\_ % brushes & roller covers

\_\_\_\_\_ % roller handles & pans

\_\_\_\_\_ % putty knives

\_\_\_\_\_ % sandpaper

**ALTERNATIVE PRICING:** Provide additional cost per gallon for # 30-55725, Eggshell, White, Tint Base, specified as Zero-VOC. \$ \_\_\_\_\_ / gallon

**RETURN POLICY:** Provide the policy for returns. Will returns of unopened paint be allowed without a restocking fee if the product is not outdated? Yes \_\_\_\_\_ No \_\_\_\_\_

**TINTING MACHINE:** Provide information on the make and model of the paint machine and include a specification sheet: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Exhibit 1 – Paint & Related Supplies Bid Form

| Line No. | Manufacturer | MFG Part # | Manufactuere Description | Description  | Unit  | 2016 Usage | Unit Price | Extended Price |
|----------|--------------|------------|--------------------------|--|-------|------------|------------|----------------|
| 1        |              |            |                          | ABRASIVES - NO SLIP GRIP120                        | EA    | 27         |            |                |
| 2        |              |            |                          | ABRASIVES - 3M27472 - 3X24 80 GRI                  | EA    | 12         |            |                |
| 3        |              |            |                          | ABRASIVES - 3M27470 - 120GRIT SAN                  | EA    | 12         |            |                |
| 4        |              |            |                          | ACRYLIC - ARMORSEAL TREAD-PLEX - HAZEGRAY          | GAL   | 37         |            |                |
| 5        |              |            |                          | AEROSOL SPRAY - FLAT BLACK ENAMEL                  | EA    | 3          |            |                |
| 6        |              |            |                          | ALKYD METAL PRIMER - KEM BOND HS METAL PRM WHITE   | GAL   | 4          |            |                |
| 7        |              |            |                          | FIELD MARKING PAINT SSTRIP FMP WHITE               | 5 GAL | 45         |            |                |
| 8        |              |            |                          | FIELD MARKING PAINT SSTRIP FMP BLUE                | 5 GAL | 5          |            |                |
| 9        |              |            |                          | ALL SUFACE ENAMEL LTX H GL EW                      | GAL   | 5          |            |                |
| 10       |              |            |                          | FLOOR ENAMEL - HI PERFORMANCE FLOOW ENAMEL - DEEP  | GAL   | 4          |            |                |
| 11       |              |            |                          | FLOOR ENAMEL - HI PERFORMANCE FLOOW ENAMEL - EXTRA | GAL   | 3          |            |                |
| 12       |              |            |                          | BLEND-A-COLOR TONER                                | GAL   | 7          |            |                |
| 13       |              |            |                          | ALL SUFACE ENAMEL LTX                              | QRT   | 9          |            |                |
| 14       |              |            |                          | JUMBO TRAY LINER                                   | EA    | 790        |            |                |
| 15       |              |            |                          | MIXING CUPS/PAILS/LIDS                             | 5 QT  | 209        |            |                |
| 16       |              |            |                          | EMPTY CANS - 5GPL GRAY W/LID/TINT                  | EA    | 110        |            |                |
| 17       |              |            |                          | LINERS/TRAYS - 5PK BLUE TRAY LINERS                | EA    | 16         |            |                |
| 18       |              |            |                          | EMPTY CANS - LINED QT CAN W-LID                    | EA    | 11         |            |                |
| 19       |              |            |                          | CONTRACTOR SERIES BRUSHES - CS N/P 2.5" FLAT SAS   | EA    | 456        |            |                |
| 20       |              |            |                          | CONTRACTOR SERIES BRUSHES - 2.5" CS FLT SASH LA    | EA    | 86         |            |                |
| 21       |              |            |                          | CONTRACTOR SERIES BRUSHES - CS N/P 2" FLAT SASH    | EA    | 75         |            |                |
| 22       |              |            |                          | CONTRACTOR SERIES BRUSHES - 3" CS TRIM LATEX       | EA    | 64         |            |                |
| 23       |              |            |                          | CONTRACTOR SERIES BRUSHES - CS N/P 3" TRIM BRUSH   | EA    | 60         |            |                |
| 24       |              |            |                          | CONTRACTOR SERIES BRUSHES - 9/16 CS N/P FLAT SAS   | EA    | 35         |            |                |
| 25       |              |            |                          | 2" ECONOMY BRUSH                                   | EA    | 30         |            |                |
| 26       |              |            |                          | 1.5" TAPERED SASH BRUSH                            | EA    | 24         |            |                |
| 27       |              |            |                          | 3" ECONOMY BRUSH                                   | EA    | 13         |            |                |
| 28       |              |            |                          | 1" ECONOMY BRUSH                                   | EA    | 12         |            |                |
| 29       |              |            |                          | CAULKING & PATCHING - ACRY LTX CLK C850A           | 11 OZ | 447        |            |                |
| 30       |              |            |                          | CAULKING & PATCHING - SIL RUBBER AP CLEAR          | 11 OZ | 97         |            |                |

|    |  |  |  |  |       |     |  |  |
|----|--|--|--|--|-------|-----|--|--|
| 31 |  |  |  | CAULKING & PATCHING - STOP GAM<br>MIN FOAM 12                      | 12 OZ | 64  |  |  |
| 32 |  |  |  | CAULKING & PATCHING - SIL RUBBER<br>AP WHITE                       | 11 OZ | 49  |  |  |
| 33 |  |  |  | CAULKING & PATCHING - SHER-MAX<br>ULTRA-CLEAR                      | 11 OZ | 33  |  |  |
| 34 |  |  |  | CAULKING & PATCHING - SHRINK FREE                                  | 1QT   | 24  |  |  |
| 35 |  |  |  | CAULKING & PATCHING - 950A SIL ACR<br>LTX CLK                      | 11 OZ | 18  |  |  |
| 36 |  |  |  | DROP CLOTHS & POLY -<br>POLYFILM/PLASTIC DROPCLOTHS<br>12/100 6MIL | EA    | 35  |  |  |
| 37 |  |  |  | DRYWALL COMPOUNDS - JOINT COMP<br>12# PAIL                         | EA    | 136 |  |  |
| 38 |  |  |  | DRYWALL REPAIR PATCH-ASST  | EA    | 60  |  |  |
| 39 |  |  |  | DRYWALL COMPOUNDS - JOINT COMP<br>62# PAIL                         | EA    | 49  |  |  |
| 40 |  |  |  | DRYWALL JT TAPE 250'   | EA    | 21  |  |  |
| 41 |  |  |  | MACROPOXY 646 MIL WHT A  | GAL   | 15  |  |  |
| 42 |  |  |  | MACROPOXY 646 CATAL HARD B   | GAL   | 15  |  |  |
| 43 |  |  |  | PRO IND PRECAT EPOXY EG-SHEL                                       | GAL   | 3   |  |  |
| 44 |  |  |  | EXTERIOR PAINT EMERALD EXTERIOR<br>SATIN                           | GAL   | 114 |  |  |
| 45 |  |  |  | EXTERIOR PAINT DURATION EXT FLT                                    | GAL   | 17  |  |  |
| 46 |  |  |  | EXTERIOR PAINT SUPERPAINT EXT<br>SATIN                             | 5 GAL | 10  |  |  |
| 47 |  |  |  | EXTERIOR PAINT RESILIENCE EXTERIOR<br>SATIN                        | 5 GAL | 5   |  |  |
| 48 |  |  |  | EXTERIOR PRIMER A-100 EXT LATEX<br>WOOD PRIMER                     | GAL   | 6   |  |  |
| 49 |  |  |  | EXTERIOR PRIMER LOXON EXT<br>MASONRY PRIMER WHITE                  | GAL   | 4   |  |  |
| 50 |  |  |  | EXTERIOR STAINS WOODSCRAPES ACRY<br>COLOR - SC ULTRAD              | GAL   | 37  |  |  |
| 51 |  |  |  | EXTERIOR STAINS WOODSCRAPES ACRY<br>COLOR - SLD STN DEEP           | GAL   | 16  |  |  |
| 52 |  |  |  | FLOORCOVERING S-194 PATCH 25#                                      | EA    | 116 |  |  |
| 53 |  |  |  | FLOORCOVERING ADDITIVE FOR<br>UNDRLMN                              | GAL   | 47  |  |  |
| 54 |  |  |  | INTERIOR PAINT - PM 200 ZERO EG-<br>SHEL EXTRA                     | GAL   | 624 |  |  |
| 55 |  |  |  | INTERIOR PAINT - PM 200 ZERO FLAT<br>EXTRA                         | GAL   | 224 |  |  |
| 56 |  |  |  | INTERIOR PAINT - PM 200 ZERO SEMI-<br>GLOSS EXTRA                  | 5 GAL | 60  |  |  |
| 57 |  |  |  | INTERIOR PAINT - PM 200 ZERO SEMI-<br>GLOSS EXTRA                  | GAL   | 450 |  |  |
| 58 |  |  |  | INTERIOR PAINT - PM 200 ZERO EG-<br>SHEL DEEP                      | GAL   | 43  |  |  |
| 59 |  |  |  | INTERIOR PAINT - HARMONY IAQ INT<br>LTX EG-SHEL EXTRA              | GAL   | 21  |  |  |
| 60 |  |  |  | INTERIOR PAINT - PM 200 ZERO EG-<br>SHEL ULTRA                     | GAL   | 16  |  |  |
| 61 |  |  |  | INTERIOR PRIMERS - PROBLOCK LATEX                                  | GAL   | 61  |  |  |
| 62 |  |  |  | INTERIOR PRIMERS - PROMAR 200<br>ZERO VOC PRIMER                   | GAL   | 40  |  |  |



|    |  |  |  |  |       |     |                              |  |  |
|----|--|--|--|--|-------|-----|------------------------------|--|--|
| 63 |  |  |  | INTERIOR PRIMERS - PROBLOCK ALKYD PRIMER   | GAL   | 19  |                              |  |  |
| 64 |  |  |  | INTERIOR STAINS - MINWAX PROLYCRYLIC SG  | GAL   | 5   |                              |  |  |
| 65 |  |  |  | STEP LADDER - 4' FG STEP   | EA    | 6   |                              |  |  |
| 66 |  |  |  | STEP LADDER - 6' FG STEP   | EA    | 4   |                              |  |  |
| 67 |  |  |  | STEP LADDER - 8' FG STEP   | EA    | 2   |                              |  |  |
| 68 |  |  |  | 9" HEAVY DUTY 5-WIRE FRAM  | EA    | 83  |                              |  |  |
| 69 |  |  |  | TRAY LINERS - TRAY 4 QUART 9 INCH  | EA    | 57  |                              |  |  |
| 70 |  |  |  | PAINTERS WEAR - PANTS, WH DR PAINT JN (38X30, 30X32, 38X34, 33X30, 34X30, & 36X32) | EA    | 18  |                              |  |  |
| 71 |  |  |  | CONTRACTOR SERIES ROLLERS - 9" COVER   | EA    | 382 |                              |  |  |
| 72 |  |  |  | 6" MINI ROLLERS  | EA    | 179 |                              |  |  |
| 73 |  |  |  | CONTRACTOR SERIES ROLLERS - 9" COVER - 3/4" LTX                                    | EA    | 158 |                              |  |  |
| 74 |  |  |  | ROLLERS - MASTER WOVEN 8V38 9"   | EA    | 124 |                              |  |  |
| 75 |  |  |  | 2" MINI ROLLER   | EA    | 96  |                              |  |  |
| 76 |  |  |  | CONTRACTOR SERIES ROLLERS - 9" COVER - 3/8" LTX                                    | EA    | 63  |                              |  |  |
| 77 |  |  |  | 1" MINI ROLLER, POLY BRUSH   | EA    | 48  |                              |  |  |
| 78 |  |  |  | 3" MINI ROLLER, POLY BRUSH   | EA    | 34  |                              |  |  |
| 79 |  |  |  | CONTRACTOR SERIES ROLLERS - 9" X 3/4" POLY KNIT                                    | EA    | 25  |                              |  |  |
| 80 |  |  |  | SOLVENT BASE CONVERSION VARNISH  | 5 GAL | 10  |                              |  |  |
| 81 |  |  |  | MASKING TAPE - 2090-48MM BLUE TAPE   | EA    | 361 |                              |  |  |
| 82 |  |  |  | MASKING TAPE - 2090-24MM BLUE TAPE   | EA    | 289 |                              |  |  |
| 83 |  |  |  | SINGLE EDGE RAZOR BLADE 5PK  | EA    | 180 |                              |  |  |
| 84 |  |  |  | SCRAPER  | EA    | 120 |                              |  |  |
| 85 |  |  |  | CONTRACTOR 6 FLX J-KNIFE   | EA    | 28  |                              |  |  |
| 86 |  |  |  | 1.25" BS STIFF PUTTY KNIFE   | EA    | 27  |                              |  |  |
| 87 |  |  |  | 2" BS STIFF PUTTY KNIFE  | EA    | 26  |                              |  |  |
| 88 |  |  |  | TRAFFIC MARKING HL WB 1952E I/II WH  | 5 GAL | 245 |                              |  |  |
| 89 |  |  |  | TRAFFIC MARKING HL WB 1952E I/II YL  | 5 GAL | 85  |                              |  |  |
| 90 |  |  |  | WATER, PRO IND ACRYLIC SG EXTRA  | GAL   | 265 |                              |  |  |
| 91 |  |  |  | WATER, PRO IND MULTI-SURFACE ACRYLIC EGS EXW                                       | 5 GAL | 155 |                              |  |  |
| 92 |  |  |  | WATER, PRO IND ACRYLIC SG ULTRA  | GAL   | 96  |                              |  |  |
| 93 |  |  |  | WATER, DTM BONDING PRIMER OFF WH   | 5 GAL | 30  |                              |  |  |
|    |  |  |  |  |       |     | <b>TOTAL EXTENDED PRICE:</b> |  |  |

## Appendix D – Economic Impact Form

### University of Maine System ECONOMIC IMPACT FORM

#### RFP #080-17 Paint & Related Supplies

Respondent's Organization Name:

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#### GENERAL INSTRUCTIONS:

In addition to all other information requested within this RFP, each Respondent should complete the tables below to quantify the Respondent's economic impact upon and within the State of Maine.

For the purposes of this RFP, the term "economic impact" shall be defined as the "Economic Impact Factors" listed in the table below. To complete the "economic impact" section of the Respondent's response, the Respondent shall provide the information requested, describing the Respondent's **overall** recent economic impact with the State of Maine and, separately, the projected economic impact with the State of Maine that would **specifically result from the awarded contract only**, should the Respondent be selected.

#### Recent Economic Impact (Respondent's overall Economic Impact over the past 24-month period)

| Economic Impact Factors  | Factors Expressed in Dollars |
|--|------------------------------|
| Salaries paid to Maine residents in past 24-month period               | \$                           |
| Payments made to Maine-based subcontractors in past 24-month period    | \$                           |
| Payments of State and local taxes in Maine within past 24-month period | \$                           |
| Payments of State licensing fees in Maine within past 24-month period  | \$                           |
| <b>Total <u>overall</u> Recent Economic Impact</b>                     | <b>\$</b>                    |

#### Projected Economic Impact (Future 24-month economic impact resulting from the awarded contract)

| Economic Impact Factors   | Factors Expressed in Dollars |
|---|------------------------------|
| Salaries to be paid to Maine residents in future 24-month period as a result of the awarded contract                | \$                           |
| Payments to be made to Maine-based subcontractors in future 24-month period as a result of the awarded contract     | \$                           |
| Payments of State and local taxes in Maine to be made in future 24-month period as a result of the awarded contract | \$                           |
| Payments of State licensing fees in Maine to be made in future 24-month period as a result of the awarded contract  | \$                           |
| <b>Total Projected Economic Impact <u>only</u> from awarded contract, if selected</b>                               | <b>\$</b>                    |

## UNIVERSITY OF MAINE SYSTEM CONTRACT FOR SERVICES

This Contract for Services Master Agreement ("Agreement" or "Master Agreement") 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**".

**WITNESSETH**, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the University, the Contractor hereby agrees with the University to provide the products and services described in this agreement, and the following Riders, hereby incorporated into this Agreement and made part of it by reference:

**Rider A** - Specifications of Work to be Performed

**Rider A-1** – Pricing

**Rider B-1** – Insurance Requirements

**Rider B-2** – Substitute Form W-9 - Taxpayer Identification Number Request & Certification

**Contract Amendments** as required

**Request for Proposal #080-17** Issue Date **March 15, 2017** Titled **Paint & Related Supplies**

**Contractor's Submission in Response to Request for Proposal #080-17** Proposal

Submission Date **April 13, 2017** Titled **Paint & Related Supplies**

**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:

This Agreement, along with any documents identified, which are incorporated by reference, constitutes the entire Agreement between the parties, and there are no other or further written or oral understandings or agreements with respect thereto.

1. **Specifications of Work**: The Contractor agrees to perform the Specifications of Work as described in **Rider A**, hereby incorporated by reference.
2. **Term**: This Contract shall commence on **July 1, 2017** and shall terminate on **June 30, 2022**, unless terminated earlier as provided in this Contract with option for **five (5) additional one (1) year renewals** upon the parties' mutual agreement.
3. **Payment**:
  - A. Payment shall be made upon submittal of an electronic invoice to the University by the Contractor on a 2/10 net 30 basis, unless otherwise negotiated herein. 2/10 net 30 is defined as 2 percent discount for payment(s) to vendor within 10 days or pay full amount (net) of accounts payable in 30 days. In the event there is a discrepancy with the invoice, payment terms shall be effective starting on the date the discrepancy is resolved, for only that portion of the invoice that is disputed. Invoices must include a purchase order number.

- B. **“Additional Services”** The University will have the option to purchase additional services under this Agreement.
- C. **“Multi-Institution Capabilities”** University will have the option to include products and services under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.
4. **Termination:** The **Agreement** may be terminated by the University in whole, or in part, whenever for any reason the University shall determine that such termination is in the best interest of the University. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of the Agreement is terminated and the date on which such termination becomes effective. The University shall pay all allowable costs incurred up to the effective date of termination. However, the Contractor shall not be reimbursed for any costs incurred after the effective date of termination.
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. **Non-Appropriation:** Notwithstanding any other provision of this Agreement, if the University is not appropriated sufficient funds to pay for the work to be performed under this Agreement or if funds are de-appropriated, then the University is not obligated to make payment under this Agreement.
7. **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.
8. **Modification:** This Contract may be modified or amended only in a writing signed by both parties.
9. **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.
10. **Applicable Law:** This Contract shall be governed and interpreted according to the laws of the State of Maine.
11. **Administration:** **Sherri Dow** shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Contract.
12. **Non-Discrimination:** In the execution of the contract, the Contractor shall not discriminate on the basis of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran status and shall provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of qualified individuals with disabilities.

13. **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.
14. **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.
15. **Independent Contractor:** Contractor is an independent contractor of the University, not a partner, agent or joint venture 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. For U.S. entities, 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.
16. **Intellectual Property:** Any information and/or materials, finished or unfinished, produced in performance of this Contract, and all of the rights pertaining thereto, are the property of the University and shall be turned over to the University upon request.
17. **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. This Contract is the entire agreement between the University (including University's employees and other End Users) and Contractor. In the event that Contractor enters into terms of use agreements or other agreements, policies or understandings, whether on Contractor's purchase order, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Contract shall apply. University will not be bound to any other terms and conditions set forth in any documents, agreements or policies posted on Contractor's website unless such terms and conditions are set forth in this Contract. Contractor may not unilaterally change any term or condition of this Contract.
18. **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.

19. **Record Keeping, Audit and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven years or for such longer period as specified herein. All retention periods start on the first day after the final payment of the Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The University, the grantor agency (if any), or any of their authorized representatives shall have the right at reasonable times and upon reasonable notice, to examine and copy the books, records and other compilations of data of the Contractor pertaining to this Contract. Such access shall include on-site audits.
20. **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.
21. **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.
22. **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.
23. **Notices:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing and addressed to the persons and addresses below.

**To the University:**

University of Maine System  
Robinson Hall  
46 University Drive  
Augusta, ME 04330

Attn: **Contract Administration**

**To Contractor:**

**<<BID INSTRUCTIONS – Respondent to supply information noted below for submission with their proposal/bid. >>**

Company Name:  
Contact Name:  
Address:  
Phone Number:  
Fax Number:

24. **Invoices:** Unless otherwise specified in an attachment hereto, Payment shall be made upon submittal of an electronic invoice to the University by the Contractor to the billing contact information supplied on the Purchase Order. University standard payment terms are made on a 2/10 net 30 basis, unless otherwise negotiated herein. 2/10 net 30 is defined as 2 percent discount for payment(s) to vendor within 10 days or pay full amount (net) of accounts payable in 30 days. Questions regarding invoices will be directed to:

Accounts Payable Shared Services  
Phone: [207-581-2692](tel:207-581-2692)

25. **Order of Precedence:** In the event of any conflict among the documents in this agreement, the following order of precedence shall apply:
- A. **Terms and conditions of this Agreement**
  - B. **Rider A** - Specifications of Work to be Performed
  - C. **Rider A-1** – Pricing
  - D. **Rider B-1** – Insurance Requirements
  - E. **Rider B-2** – Substitute Form W-9 - Taxpayer Identification Number Request & Certification
  - F. **Contract Amendments** as required
  - G. **Request for Proposal #080-17** Issue Date **March 15, 2017** Titled **Paint & Related Supplies**
  - H. **Contractor's Submission in Response to Request for Proposal #080-17** Proposal Submission Date **April 13, 2017** Titled **Paint & Related Supplies**

26. **Multi-Institution Capabilities** University will have the option to include products and services under this Agreement to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.

**The Community College System and Maine Maritime Academy**, both public higher education institutions in the state, shall be permitted to piggyback off of the University's contract if they should so desire. The Contractor agrees to further provide the products and services, with all the same terms and conditions applicable, to these additional entities.

27. **Smoking Policy**

The University must comply with the "Workplace Smoking Act of 1985" and M.R.S.A. title 22, § 1541 et seq "Smoking Prohibited in Public Places." In addition, University Institutions may have specific Smoking Prohibitions. The Respondent shall be responsible for the implementation and enforcements of these restrictions.

**Signatures**

FOR THE UNIVERSITY OF MAINE  
SYSTEM:

BY: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(print or type)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

FOR THE CONTRACTOR:

LEGAL NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(print or type)

Title: \_\_\_\_\_

Address (including PO Box, if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Tax ID #: \_\_\_\_\_

**Per University policy, "Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Chief Procurement Officer, or designee, and if it is not approved, valid or effective until such written approval is granted."**

**Chief Financial Officer approval is required of any University of Maine System agreement of \$50,000 or more, and it is not approved, valid or effective until such written approval is granted.**

**Chief Business Officer approval is required of any campus specific agreement of \$50,000 or more, and it is not approved, valid or effective until such written approval is granted.**

BY: \_\_\_\_\_

Title: \_\_\_\_\_  
Chief Procurement Officer or designee

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

BY: \_\_\_\_\_

Title: \_\_\_\_\_  
Chief Financial/Business Officer or designee

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



## **RIDER A SPECIFICATIONS OF WORK TO BE PERFORMED**

The Contractor agrees to the **Specifications of Work to be Performed** as follows:

### **INTENT AND PURPOSE**

The University of Maine (UMaine) Central Supply warehouse maintains an inventory of paint and related supplies for campus requirements. While this contract is for all campuses to utilize the University of Maine (UMaine) in fiscal year 2016 totaled approximately 78% of total spend for paint and paint related supplies. University of Southern Maine approximately 16% of total spend, University of Maine at Farmington approximately 4.7%, and University of Maine at Augusta approximately 1.3% of total spend on paint and paint related supplies. Information for University of Maine at Fort Kent and University of Maine at Presque Isle is not available.

Paint and related compounds shall meet Green Seal environmental standards for volatile organic compounds (VOCs) and other ingredients as specified.

### **ORDER FULFILLMENT REQUIREMENTS**

There shall be no minimum or maximum order amount. The University may place orders against the Price Agreement either in person, electronically, by fax or by phone. Once an order is issued, the following shall apply:

- All orders purchased against this Price Agreement shall be FOB destination freight prepaid and charged. No COD deliveries will be accepted. For orders required immediately Contractor shall delivery directly if requested. The University may also pick-up orders at the nearest store.
- The Contractor shall make every effort to ensure the immediate delivery of all Price Agreement orders. The Contractor must be able to deliver merchandise to the University on the next business day after receiving an order.
- The Contractor is responsible for coordinating with customers and carrier(s) the delivery schedule, shipping instructions and location delivery details.
- Contractor shall provide all colorants and coloring of paint at no added cost over the price of the standard white of the product line listed in the resulting Price Agreement. Exception permitted by the University for "Safety Colors".
- The Contractor shall provide an assigned "Customer Service" representative(s) for each University who will be responsible for resolving Price Agreement performance issues.
- Product damaged as a result of Contractor negligence will either be replaced immediately at the Contractor's expense or if the University prefers, deducted from final payment. The Contractor shall pay for any shipping and arrange for pick-up of any defective returns.
- Paints are to be in a metal can.

### **SERVICE EXPECTATIONS**

The University requires the Contractor to provide the following Service Expectations:

- Assist each University in making the most cost effective purchase offering the greatest value while meeting all requirements.

- Provide each University with a color matching device and software to match existing paint. Device and software is to be provided at no charge to each University and updated when paint formulas change at no additional charge.
- Provide the University of Maine (UMaine), at no charge, mixing tool/shaker and tinting machine. The University currently uses a **422 semi-automatic colorant dispenser from Highland**. Contractor shall furnish and install at no additional cost to the University paint tinting machine and mixing tool/shaker.
- Provide the University of Maine at Farmington (UMF), at no charge, a mixing tool/shaker and tinting machine. Contractor shall furnish and install at no additional cost to the University paint tinting machine and mixing tool/shaker equal to the mixing tool/shaker and tinting machine provided to UMaine.
- Provide the University of Southern Maine (Portland Campus), at no charge, a mixing tool/shaker.
- The Contractor, or a designated representative, shall provide same day response to the UMaine to resolve any / all issues if contacted prior to 10:00 AM EST.
- The Contractor, or a designated representative, shall review the paint and supplies inventory once per month at the UMaine to provide assistance in maintaining appropriate stock levels. When requested by all other Universities, provide site visits by qualified sales representative in developing price quotes and assist in determining needed materials to complete upcoming paint projects.
- Provide Safety Data Sheet(s) (SDS) with each first shipment of paint and paint related products per delivery location.
- The Contractor shall recycle paint, no matter the brand, for the University.

**MAXIMUM VOLATILE ORGANIC COMPOUNDS (VOCs) LEVELS:**

All paint and other applicable products shall be in compliance with the following Green Seal Recommended Maximum VOC levels:

| Type of Paint                 | VOCs (grams/liter) | VOCs (pounds/gallon) |
|-------------------------------|--------------------|----------------------|
| <b>Interior Architectural</b> |                    |                      |
| Flat                          | 50                 | 0.42                 |
| Non-Flat                      | 150                | 1.25                 |
| <b>Exterior Architectural</b> |                    |                      |
| Flat                          | 100                | 0.83                 |
| Non-Flat                      | 200                | 1.66                 |
| <b>Anti-Corrosive</b>         |                    |                      |
| Flat                          | 250                | 2.1                  |
| Semi-gloss                    | 250                | 2.1                  |
| Gloss                         | 250                | 2.1                  |

**PRODUCT SCOPE OF WORK:**

<< **BID INSTRUCTIONS - Respondent to provide product/service scope of work description as part of their proposal/bid submission. >>**

**Additional Scope:** The Contractor shall permit product and services not covered herein to be added by mutual agreement, without voiding the provisions of the existing contract. The Contractor, for additional consideration, shall furnish additional such products and services to the University.

**PRICING:** Refer to RIDER A-1. Pricing will be valid for the term of the Agreement.

**PERFORMANCE TERMS AND CONDITIONS**

1. **Employees:** The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the University Contract Administrator notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be utilized in the execution of this Contract without the prior written consent of the Contract Administrator.

**RIDER A-1  
PRICING**

**<< BID INSTRUCTIONS - Details in Exhibit 1 will be inserted here during Agreement negotiations. No action needed for Respondent as part of their proposal/bid submission.**

**>>**

**RIDER B-1  
INSURANCE REQUIREMENTS**

**<< BID INSTRUCTIONS - Respondent to provide their Contractor's Liability Insurance (CIA) Form here as part of their proposal/bid submission. The text below will be removed and the CIA form will be inserted as an image under Rider B-1>>**

Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

| # | Insurance Type   | Coverage Limit                     |
|---|--|------------------------------------|
| 1 | Commercial General Liability, including Product's and Completed Operations<br><br>(Written on an Occurrence-based form)<br>(Bodily Injury and Property Damage) | \$1,000,000 per occurrence or more |
| 2 | Vehicle Liability<br>(Including Hired & Non-Owned)<br>(Bodily Injury and Property Damage)  | \$1,000,000 per occurrence or more |
| 3 | Workers Compensation<br>(In Compliance with Maine and Federal Law)   | Required for all personnel         |

Coverage limit requirements can be met with a single underlying insurance policy or through the combination of an underlying insurance policy plus an Umbrella insurance policy.

**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:

**UMS Risk Management  
University of Maine System  
Lewiston Hall, Third Floor  
65 Texas Avenue  
Bangor, ME 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.

The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion.

RIDER B-2

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.

