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**REQUEST FOR PROPOSALS #032-2018**  
**University Dorm Microwave, Refrigerator & Freezer Combination Units**  
**Rental/Sales**  
**RESPONSE ADDENDUM #1**  
**December 20, 2017**

This addendum responds to initial questions submitted by vendors.

The University of Maine

Q1. Will you consider purchasing of the items instead of lease/rent?

University of Maine  
at Augusta

*A1. The University seeks both lease/rent options as well as purchase option.*

University of Maine  
at Farmington

Q2. Would you consider a separate microwave and refrigerator instead of a combined one?

University of Maine  
at Fort Kent

*A2. No*

University of Maine  
at Machias

Q3. While there was no reference to U.L. listing and testing in the Unit Specifications on Page 7 of the RFP, does the unit need to be UL listed as a combination appliance? If so, are vendors required to provide documentation from UL that will certify that the proposed combination appliance meets this requirement?

University of Maine  
at Presque Isle

*A3. Yes the units are to be U: listed. See Appendix H – Q5. To provide detailed information of the microwave/refrigerator/freezer unit.*

University of  
Southern Maine

Q4. In regards to unit requirements, specifically bullet point # 2 (The microwave shall plug into the refrigerator or vice versa to reduce the unit to needing a single electrical plug in) Does the outlet on the back of the microwave that the fridge plugs into need to have built-in “smart circuitry” to limit the number of amps said outlet can draw or can it be a basic outlet that can draw unlimited amps (which would allow students to plug in any device such as an external power strip that can power multiple high amps devices such as hairdryers etc.)

*A4. The unit shall have “smart circuitry” to limit draw of amps. The University’s intent is to reduce electricity draw.*

Q5. Is it acceptable to quote a basic “hotel/motel” combination appliance or do you require the appliance to have built-in safety features that protects against microwave fires and alarm activations resulting in unwanted building evacuations?

*A5. Built-in fire alarm is not required.*

Q6. With reference to “preferred charging stations”, should those outlets shut off while microwave is in use in order to limit amps being drawn in the room?

*A6. The Unit shall be Energy Star Rated. Provide information if your unit does have this included in your response to Appendix H – Q5.*

Q7. With reference to “preferred charging stations”, should the charging station outlets have built-in “smart technology” to limit the draw to 4 amps or less or is it OK for them to draw unlimited amps?

*A7. See A6.*

Q8. Under the bulk rental/lease program Option I (Farmington) are the quantities the same every year?

*A8. See Section 1.2.8*

Q9. Under the bulk rental/lease program Option I (Farmington), will the units stay in the rooms year-round for the entire lease term or will the vendor have to remove them from campus each year?

*A9. See Page 9 Delivery & End of Year Return – Exception: Under Option I this is negotiable.*

Q10. Under Option II would the program allow students to bring their own Energy Star rated compact refrigerator/freezer only and not a combination appliance with microwave? (Pages 7 & 8).

*A10. No, see pages 7 & 8 – “Students will NOT be allowed to acquire and bring compact refrigerator or combination microwave/refrigerator/freezer units other than units provided by the Awarded Vendor.”*

Q11. Under Option II please indicate # of rooms that would operate under this mandate. Pages 7 & 8).

*A11. Option II is optional for students to utilize or not utilize. Numbers could vary from year to year. See Section 1.2.8.*

Q12. Please confirm that combination appliances must be 100% new in Year I (Page 8).

*A12. See page 8 – “Awarded Vendor shall provide new units for the first year of each University contract that utilizes the Master Agreement Contract.”*

Q13. With regards to local service provider (Page 9), are all subcontractors and their employees required to have annual background checks?

*A13. Background checks are not required as Contractor and/or*

*Subcontractor employees will not be allowed into the dorms while occupied.*

Q14. Will finalists be afforded the opportunity to come to campus and give a presentation to the selection committee as well as provide a demonstration of the proposed combination appliance?

*A14. See Section 1.3.7*

Q15. Where in the scoring matrix do the specifications and safety features of the proposed units get scored?

*A15. Appendix H – Q5*

Q16. Regarding option II and III, is the University looking for the lowest overall price to the students or the highest overall revenue paid to the University?

*A16. A combination of both.*

Q17. Regarding option II and III, would the University consider setting a fixed commission amount that it would like to receive on all rentals? This way vendors can set their pricing accordingly and the University can fairly evaluate each vendor's rental price to the students fairly since commissions would be the same for all vendors.

*A17. Yes, however if your response provides a fixed dollar amount commission provide that amount in your Cost Exhibits 2 & 3 in place of the percentage for revenue.*

Q18. Regarding option II and III, if the University is not comfortable setting the commission amount mentioned in question above, would the University allow vendors to provide a base rental price? Then the successful bidder and school can mutually agree on a commission that will be added to the base price to arrive at the final student rental price. This would allow the University to fairly evaluate each vendor's base rental price to the students since commissions would be added to the base pricing.

*A18. See A17.*

Q19. Is it acceptable to collect a security deposit from students for each rental under option II and III?

*A19. Yes however provide detailed information on any/all fees and or charges with your response to Appendix H – Q6.*

Q20. Is it acceptable to charge students a cleaning fee for each student rental under option II and III or is that cost assumed by the vendor as part of the rental fee to the student?

*A20. See A19.*

Q21. Is it acceptable to charge an additional order processing fee to the overall price when the students order online under option II and III?

*A21. See A19.*

Q22. In regards to access and delivery to occupied rooms, approximately how many rooms can we expect to fall into this category where we will be paying the University to install the units versus our crew installing them into the rooms?

*A22. This charge only applies to deliveries during the academic year for late deliveries and/or replacement of non-functional units.*

Q23. Does the vendor need to be registered with the University or any other entity in order to submit a bid?

*A23. No*

Q24. Regarding RFP page 54 (Appendix H) question 10, is a letter of credit acceptable?

*A24. No financial statements are required to be submitted with your responses, however, prior to an award the University may request audited financial statements from your company, credit reports and letters from your and suppliers.*

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