



5761 Keyo Building  
Orono, ME 04469-5761

Main:207-581-2712  
IDD/TDY:207-973-3262  
www.maine.edu

**REQUEST FOR PROPOSALS #032-18**  
**University Dorm Microwave, Refrigerator, & Freezer Combination Units**  
**Rental/Sales Program**  
**RESPONSE ADDENDUM #4**  
**REQUEST FOR CLARIFICATION**  
**February 9, 2018**

The University of Maine

This addendum seeks **REQUEST FOR CLARIFICATION** by providing selected Respondents an opportunity for clarification of units included in bids.

University of Maine  
at Augusta

The University requests selected Respondents to review within their submission and provide responses to the University's following questions.

University of Maine  
at Farmington

Q1. Is the pricing in your Cost Response Exhibits for all Options for combination microwave, refrigerator, & freezer units for a unit with a 6' plug-in cord or a 10' plug-in cord?

University of Maine  
at Fort Kent

Q2. If the unit in your Cost Response Exhibits is for a unit with a 6' cord will a unit with a 10' cord change the pricing for options I, II, III, & IV? If so please update the attached Cost Response Form for a unit with a 10' plug-in cord.

University of Maine  
at Machias

University of Maine  
at Presque Isle

Q3. The University requests that selected Respondents provide four (4) references for the University to contact who are utilizing the units within your proposal. Two (2) references provided shall be for an institution that is currently utilizing the Rental/Lease Option I. The remaining two (2) references provided shall be for an institution that is currently utilizing the Rental/Lease Option II and/or III.

University of  
Southern Maine

Selected Respondents are to provide responses to the questions by end of business Wednesday February 14, 2018. Responses are to be emailed to [roger.ward@maine.edu](mailto:roger.ward@maine.edu)

Ryan Ward  
Sourcing Manager  
Strategic Procurement  
University of Maine Services  
5761 Keyo Building  
Orono, ME 04469-576

## Appendix C – Required Cost Evaluation Exhibits

University of Maine System  
COST EVALUATION

**RFB #032-18**

**University Dorm Microwave, Refrigerator, and Freezer Combination Units Rental/Sales Program**

Respondent's Organization Name:

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### GENERAL INSTRUCTIONS:

1. The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.
2. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This "cost" will encompass the entire solution pricing along with all products and services offered as part of the solution.
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, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.
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.
5. Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of this document.
6. If there are additional options or services that are not included in the offering, they must be identified and itemized as "optional" and include a description of the product or service and the costs of the option. All items identified in the response (including third party items required) will be considered free add-ons to the proposed solution at the prices included in this response unless expressly stated otherwise.
7. Respondents' are encouraged to provide additional price incentives for providing an enterprise solution, multi-year or award of multiple institutions.
8. Pricing will be guaranteed by the vendor for the term of the Agreement.
9. The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

## Cost Exhibit 1 – Rental/Lease Option I

Rental/Lease Program working directly with and paid by the University who will determine the number of units to be rented/leased. University will determine and collect any/all rental/lease charges to students. This Rental/Lease Program shall have options for three (3), five (5), or seven (7) years to be determined by the individual University.

Respondents are to provide detailed information on the microwave/refrigerator/freezer unit included.

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

<b>Rental/Lease Term Proposal</b>	<b>3 Year</b>	<b>5 Year</b>	<b>7 Year</b>
# Of Payments per Year:	_____	_____	_____
Per Unit Cost per Payment:	\$ _____	\$ _____	\$ _____
Per Rental/Lease Payment (x500):	\$ _____	\$ _____	\$ _____
Total Rental/Lease Cost:	\$ _____	\$ _____	\$ _____
Cleaning/Minor Repairs/Maintenance Fee to be paid to the University:		\$ _____	/per unit

*The University will use five hundred (500) units to determine total cost for scoring purposes only, actual total numbers of units to be determined.*

## Cost Exhibit 2 – Rental/Lease Option II

Rental/Lease Program that residential students work directly with the third party Awarded Vendor. 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. Students are NOT allowed to bring hot plates, toaster ovens, sandwich makers, toasters, and stand-alone microwave ovens.

Respondents are to provide detailed information on the microwave/refrigerator/freezer unit included.

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

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### Residential Cost Paid to the Awarded Vendor

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Residential Student Rental/Lease Rate (approximately 9 months): \$ \_\_\_\_\_ /per unit

Residential Student Damage Insurance Rate: \$ \_\_\_\_\_ /per unit

Residential Cancellation Fee: \$ \_\_\_\_\_ /per unit

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### Awarded Vendor Fees / Revenue Paid to the University

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Cleaning/Minor Repairs/Maintenance Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

Off-scheduled Drop Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

Off-scheduled Swap Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

University Revenue from total Rental/Lease Program: \_\_\_\_\_ %

*The University will use five hundred (500) units to determine University Revenue from total Rental/Lease Program for scoring only, actual total numbers of units to be determined. Do not include Students' Maine State Sales Tax in your per unit cost response.*

### Cost Exhibit 3 – Rental/Lease Option III

Rental/Lease Program that residential students work directly with the third party Awarded Vendor. Students will not be required to rent through the Awarded Vendor. Students will be allowed to acquire and bring a compact refrigerator or combination microwave/refrigerator/freezer. Students are NOT allowed to bring hot plates, toaster ovens, sandwich makers, toasters, and stand-alone microwave ovens.

Respondents are to provide detailed information on the microwave/refrigerator/freezer unit included.

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

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#### **Residential Cost Paid to the Awarded Vendor**

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Residential Student Rental/Lease Rate (approximately 9 months): \$ \_\_\_\_\_ /per unit

Residential Student Damage Insurance Rate: \$ \_\_\_\_\_ /per unit

Residential Cancellation Fee: \$ \_\_\_\_\_ /per unit

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#### **Awarded Vendor Fees / Revenue Paid to the University**

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Cleaning/Minor Repairs/Maintenance Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

Off-scheduled Drop Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

Off-scheduled Swap Fee to be paid to the University: \$ \_\_\_\_\_ /per unit

University Revenue from total Rental/Lease Program: \_\_\_\_\_ %

*The University will use five hundred (500) units to determine University Revenue from total Rental/Lease Program for scoring only, actual total numbers of units to be determined. Do not include Students' Maine State Sales Tax in your per unit cost response.*

## Cost Exhibit 4 – Purchase Program

University purchase unit(s) directly through the Awarded Vendor. Respondents are to provide detailed information on the microwave/refrigerator/freezer unit included.

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Price per Unit: \$ \_\_\_\_\_

Shipping & Handling (Tailgate Delivery) per Unit: \$ \_\_\_\_\_

Subtotal per Unit: \$ \_\_\_\_\_

Optional Installation per Unit: \$ \_\_\_\_\_

TOTAL per Unit Cost: \$ \_\_\_\_\_

*The University will use fifty (50) units to determine University total cost for scoring only, actual total numbers of units to be determined.*

