



Administered by Competitive Energy Services,
LLC
Request for Proposal (RFP)



FUELS: Wood Pellets
University of Maine Fort Kent
RFP #05-2019

Issued Date: August 1, 2018

Response Deadline Date/Time: August 16, 2018, by End of
Business

Response Submission Information:

Submitted electronically to: lhyatt@competitive-energy.com
Email Subject Line: UMFK Wood Pellets - RFP#05-2019

Response Contact Information:

Linda Hyatt, Competitive Energy Services
Email: lhyatt@competitive-energy.com Phone: (207) 772-6190 x243

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1.0 INTRODUCTION

1.1 Definitions, Background, Purpose and Specifications

1.1.1 Definitions

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".

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".

1.1.2 Background

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).

Operating within a shared services model, the offices of Information Technology, Strategic Procurement, Human Resources, Facilities, Risk and General Services, Finance and Budget, Shared Processing Center, General Counsel and Organizational Effectiveness partner to form the University Services organization.

Charged with delivering key administrative functions across the System, University Services is dedicated to leveraging its significant unit and collective resources to not only serve the immediate needs of its constituents, but deliver sustainable economies and efficiencies for the future benefit of the System as well.

Campus thumbnails

University of Maine at Fort Kent

Founded in 1878, the University of Maine at Fort Kent 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.

1.1.3 Purpose

Competitive Energy Services ("CES"), the Bid Administrator, on behalf of the **University of Maine Fort Kent** is seeking responses to provide **Wood Pellet Fuel** 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).

Respondents should review **1.1.4 Specifications / Scope of Work** of this document to see the full Scope of Services/Products required.

1.1.4 Specifications / Scope of Work

On behalf of the University of Maine System, Competitive Energy Services is accepting proposals for wood pellet fuel service to the University of Maine Fort Kent (UMFK).

Address: UMFK, 23 University Drive, Fort Kent, ME 04743

Contract duration: Initial term for 2 years starting on or about September 17, 2018, with 3 additional 1 year renewal options for a potential 5 years duration.

Quantity: Estimated consumption per year is 1400 tons.

UMFK provides heat to MSAD #27 from the Armory location. The estimated annual consumption includes heat service for both UMFK and MSAD #27. In any given year, it is possible that MSAD #27 may choose to refuse heat service from UMFK. Estimated consumption for UMFK without MSAD #27 is approximately 800 tons.

Actual consumption for 2017-18 was 1366 tons. Please see Wood Pellet Proposal Form in Appendix B for requested cost responses.

Delivery Specifications: Deliveries will be made to the silos at the Armory Building, 34 Armory Road, Fort Kent and to the silos at the Sports Center, 43 Pleasant Street, Fort Kent.

1. All deliveries must comply with Department of Transportation regulations, Title 49 of the Code of Federal Regulations.
2. Deliveries will be made to the storage tanks as listed in the proposal specifications, and to locations as may be designated by the participants, in quantities as required during the contract period.
3. On the day of delivery, delivery slips must be left with a designated representative to be determined upon contract execution. The building name or building number for each delivery address must appear on the delivery ticket and invoice.
4. The University will monitor pellet storage levels and will provide daily reports to the Contractor. The University will request delivery from the Contractor, such delivery to be made no later than 24 hours after the request.
5. The driver must notify a designated employee that they are on site in order to gain access for delivery. Deliveries shall be signed for by the employee responsible for receiving wood pellets at each location.
6. Deliveries to each University location shall be made between the hours of 7:00 am and 3:00 pm, 7 days per week, unless otherwise approved by the designated employee of that delivery location. If deliveries are made before or after these hours without the employee's approval, and if it is necessary to accept delivery, the expense for the employee call-back time will be deducted from the invoice. The minimum call-back time is 3 hours.

Deliveries to the Armory Building may be made by tractor trailer. Deliveries to the Sports Complex must be made by a straight truck or a truck of equal size upon University approval.

Delivery Method and Specifications

Pneumatic Fill:

1. All four (4) silos are piped for pneumatic fill.
2. The delivery truck operator must have experience with pneumatic delivery systems in order to avoid damage to the wood pellets.

Notes

- Driver must immediately report any spillage to University personnel.
- Driver must immediately report any damage to site or buildings.
- Delivery site must be left in a clean and orderly condition.
- Photos of the silo fill connections:

Armory Building



Sports Center



Drivers are not permitted to drive directly to the fill station at the Sports Complex due to an underground storage tank. Drivers must use a hose from the closest driveway delivery location (not shown).

Required Wood Pellet Technical Specifications *

Pellet Length	4-40mm	0.16" to 1.25"
Pellet Diameter	6-12mm	0.24" to 0.47"
Higher Heating Value	17.4-19.5MJ/Kg	7,462 to 8,500 Btu/lb.
Density	609-737 kg/m ³	38 to 46 Lbs. /ft ³
Moisture	3% to 8%	
Ash content	0.5% to 1%	
Fines	1% Max	
Durability Index	>95	

* See PFI Standard Specification for definitions and testing techniques (www.pelletheat.org)

Testing and Other Specifications

1. Fuel is to contain no foreign matter, i.e. sand, metal etc.
2. Consistency of fuel supplied to the burner is critical to proper burner operation. Rapid changes in Heating Value, Density and/or Moisture, even within the acceptable ranges described above, can cause variation in combustion that are too rapid for the O2 controller to react to automatically and may require manual intervention.
3. In order to avoid the need for operator adjustments, fuel is to be uniform within each load with uniformity being defined as maximum variation between samples taken within the same load of not more than High Heat Value +/- 80 Btu/lb., Density +/- 1 lb. per cubic foot and moisture +/-0.4%.
4. Variation between representative or average tests of consecutive loads shall not exceed High Heat Value +/- 170 Btu/lb., Density +/- 1.9 lb. /ft³ or moisture +/- 0.7%.
5. Average fuel heating values shall be not less than 8,000 btu/lb. averaged over each calendar quarter of the contract. Average moisture content shall be not greater than 6% averaged over each calendar quarter of the contract.
6. The quantity and quality of the product provided by Contractor under the Contract shall be for all purposes conclusively deemed to be the quantity and quality set forth in Contractor's document of delivery unless within ten (10) days after the date of delivery, either Party provides written notice to the other Party of any claimed shortage in quantity or claimed deviation in quality. Time is of the essence in complying with this provision. Wood fuel shall not be outside of the acceptable performance specifications outlined in this section above and a quality certificate will accompany all deliveries. Deliveries without a quality certificate or not meeting the technical specifications above will be refused by the University.

7. Contractor agrees to undertake a monthly third-party analysis of the composition of pellets produced for the University. Contractor will provide the third-party test results to the University as soon as they are available.
8. Upon request by the University, Contractor will provide one gallon of pellets to the University for internal testing. Samples will be marked with Contractor's name, moisture content, bulk density, and date.
9. In the event of any shortage or defect, Contractor shall cure the shortage and/or replace the defective product at no additional cost to the University. Replacement of any defective wood pellets shall include payment by Contractor of the cost to transport the replacement wood pellets from the Mill Facility to the University. Contractor shall be obligated to pay for replacement and transportation of wood pellets that were contaminated during transport from the Mill Facility to the University. Should Contractor not be able to deliver fuel which meets the minimum technical specifications outlined above for a period which exceeds ten (10) days, Contractor shall be found in default of this Agreement. Notwithstanding anything in this section to the contrary, Contractor's liability to replace product that is shown to be defective by testing or analysis shall not be limited in time.
10. If subcontractors are to be used either in source or transportation, Contractor is required to identify them prior to the start of the Agreement and must also provide the University with a memorandum of understanding or contract for the University's review. Contractor will only use subcontractors that have been approved by the University, in writing, prior to the start of the Agreement. All subcontractors are subject to all of the same terms and conditions as provided under the RFP and the Agreement as the Contractor.

Additional Contractor Requirements:

Contractor and any / all sub-contractors will need to provide the University 24 hour / 7 days per week contact information to provide direct contact that a person will be able to respond immediately when issues arise.

1.2 General Information

1.2.1 Contract Administration and Conditions

- 1.2.1.1 The winning Respondent will be required to execute a contract in the form of a University of Maine System Contract for Services, which is attached to this response as **Appendix E**. Contract initial term and renewal periods are reflected in Section 2 of Appendix E, Contract for Services, and are subject to continued availability of funding and satisfactory performance.

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. Agreement Riders as required
3. Contract Amendments (as required)
4. The University's RFP
5. Respondent's Submission
6. Purchase Order or Letter of Agreement

- 1.2.1.2 Modification of Agreement terms and conditions is permitted except that the University, due to its public nature, will not :
- a. Provide any defense, hold harmless or indemnity;
 - b. Waive any statutory or constitutional immunity;
 - c. Apply the law of a state other than Maine;
 - d. Procure types or amounts of insurance beyond those UMS already maintains or waive any rights of subrogation.
 - e. Add any entity as an additional insured to UMS policies of insurance;
 - f. Pay attorneys' fees, costs, expenses or liquidated damages;
 - g. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
 - h. Permit an entity to change unilaterally any term or condition once the Agreement is signed; or
 - i. Agree to automatic renewals for term(s) greater than month-to-month.

- 1.2.1.3 By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
- a. The above Agreement provisions (**Section 1.2.1.2**) will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
 - b. The above Agreement provisions (**Section 1.2.1.2**) will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
 - c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, 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 the Agreement shall apply.
 - d. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

1.2.2 Communication with the University

It is the responsibility of the Respondent 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

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.

Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

1.2.3 Confidentiality

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.

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 all Respondents' responses will be made available for public inspection upon request. Such requests must be made by submitting a written request to the individual noted in the Response Contact Information shown on the cover sheet of this document. Such requests are public records.

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 that meets the definition of "trade secret" under Maine 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.

1.2.4 Costs of Preparation

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

1.2.5 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.

1.2.6 Pricing

All prices provided shall remain firm for the first term of the Agreement.

1.2.7 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.

1.2.8 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.

1.2.9 Sub-Contractors

If subcontractors are to be used either in source or transportation, Contractor is required to identify them prior to the start of the Contract and must also provide the University with a memorandum of understanding or contract for the University's review. Contractor will only use sub-contractors that have been approved by the University, in writing, prior to the start of the Agreement. All sub-contractors are subject to all of the same terms and conditions as provided under the RFP and the Agreement as the Contractor.

1.2.10 Condition and Care of Site and Protection of the Work

The Contractor shall continuously maintain adequate protection of all work covered by the Agreement from damage or loss and shall protect persons and property from injury or loss arising in connection with this Agreement, and shall make good any such damage, injury or loss. The Contractor shall adequately protect adjacent property as provided by law and the Agreement documents.

1.2.11 Compliance

The Contractor's performance under the Agreement shall comply with all Federal, State, and local laws, rules, and regulations, including but not limited to those laws, rules, and regulations stated herein or otherwise incorporated in the Agreement documents. The Contractor shall obtain a University excavation permit through the Office of Facilities Management for any and all excavation activities on University property. The Contractor shall comply with applicable University policies. University policies shall include but are not limited to parking policies, the tobacco-free campus policy, and the vehicle idling policy. University policies may include those pertaining to environmental and workplace safety, at the discretion of the University.

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 compliance with this law, the University has prohibited smoking in all University System buildings except in designated smoking areas. This rule must also apply to all contractors and workers in existing University System buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings

1.3 General Submission Provisions

1.3.1 Timeline of Key Events

Reference Section	Event Name	Event Due Date
Section 1.2.2	Deadline for Written Inquiries/Questions	August 7, 2018 End of Business
Section 1.2.2	Response to Written Inquiries/Questions	August 9, 2018 End of Business
Section 1.2.2	Deadline for Proposal Submission	August 16, 2018 End of Business
Section 2.2	Award Announcement (subject to change)	August 31, 2018
	Estimated Agreement Start Date (subject to change)	September 17, 2018

1.3.2 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.

1.3.3 Debarment

Respondents must complete and submit the “Debarment, Performance and Non-Collusion Certification Form provided in Appendix B. Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.

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.

1.3.4 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.

1.3.5 Response Validity

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

1.3.6 Non-Response Submission

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

1.3.7 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).

1.3.8 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.
- Response submissions that exceed 20 MB will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: Submission 1 of X ('X' representing the number of files being submitted).

2.0 EVALUATION AND AWARD PROCESS

2.1 Evaluation Criteria

2.1.1 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:

Evaluation Appendices	Category	Points
Appendix C	Cost Evaluation	60
Appendix D&E	Organization, Qualifications, Experience and References	30
Appendix I	Sustainable Forestry	10
Total Points		100

2.1.1 Scoring Section Descriptions

2.1.1.1 Cost Evaluation

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:

(Lowest submitted cost response / cost of response being scored) x **(60)** = pro-rated score

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.

2.1.1.2 Organization, Qualifications, Experience and References

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Reference checks will be performed on the top Respondent(s) only as determined by consensus scoring in the other categories.

2.2 Award

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, an Agreement may be awarded to that Respondent without further action.

2.3 Negotiations

The University reserves the right to negotiate with the successful Respondent to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the University's Request for Proposals to an extent that may affect the price of goods or services requested. The University reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the response they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Respondent, the University may withdraw its award and negotiate with the next-highest ranked Respondent, and so on, until an acceptable contract has been finalized. Alternatively, the University may cancel the RFP, at its sole discretion.

2.4 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. Further information regarding the appeal process can be found at http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

3.0 RESPONSE FORMAT REQUIREMENTS

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 must be submitted as Appendices, clearly numbered and referencing the Section in which they provide supporting information.

For clarity, the Respondent's name should appear on every document page, including Appendices. Each Appendix must reference the section or subsection number to which it corresponds.

3.1.2 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.

3.1.3 Brief Response

Respondents are asked to be brief and to respond to each question listed in the "Response to Questions" section of this document. Number each response in the response to correspond to the relevant question in this document.

3.1.4 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 Response Format Instructions

This section contains instructions for Respondents to use in preparing their response. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings. 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.

1. **Appendix A - Response Cover Page**
2. **Appendix B - Debarment**
3. **Appendix C - Cost Response**
4. **Response to Questions in Appendix D**
5. **Sustainable forestry certification, if applicable**
6. **Third party analysis of the composition of pellets to be produced for the University, such analysis to have been completed within the past 3 months and in a form substantially similar to the sample analysis reports attached to this RFP**

4.0 APPENDICES

- 4.1** Appendix A – University of Maine System Response Cover Page
- 4.2** Appendix B – Debarment, Performance and Non-Collusion Certification
- 4.3** Appendix C – Required Cost Evaluation Exhibits
- 4.4** Appendix D – Organization Reference Form
- 4.5** Appendix E – Evaluation Question(s) - Organization, Qualifications and Experience
- 4.6** Appendix F – Contract for Services

Appendix A – University of Maine System Response Cover Page

RFP #05-2019
Fuels – Wood Pellets
University of Maine Fort Kent

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

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. 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 response.
3. 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.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
 - a. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
 - b. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
 - c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, 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 the Agreement shall apply.
 - d. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

Continued - Appendix A – University of Maine System Response Cover
Page

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

Date: _____

Name and Title (Printed)

Authorized Signature

Appendix B – Debarment, Performance and Non-Collusion Certification

University of Maine System
DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
RFP #05-2019
Fuels – Wood Pellets
University of Maine Fort Kent

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 – Required Cost Evaluation Exhibits

University of Maine System COST EVALUATION

RFP #05-2019 Fuels – Wood Pellets University of Maine Fort Kent

Respondent's Organization Name:

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 initial 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.

Exhibit A – Cost Response Form

Respondents shall provide a fixed supply price and a fixed transportation price for the initial two (2) year term of the Agreement starting on or about **September 17, 2018**.

	Quantity (tons)	
	800	1400
Supply (\$/ton)	\$	\$
Transportation (\$/ton)	\$	\$

Appendix D – Organization Reference Form

Respondent's Organization Name: _____

INSTRUCTIONS: Provide a minimum of 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 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).

REFERENCE #1	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #2	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #3	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #4	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

Appendix E – Evaluation Question(s) - Organization, Qualifications and Experience

Respondent's Organization Name: _____

INSTRUCTIONS: 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.

QUESTIONS:

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/providing wood pellet fuel?
2. Please provide the names of all companies that your firm will rely upon for supply to the University. If your firm and any of these companies engage in a contractor/sub-contractor relationship, please indicate that and attach a copy of any memorandum of understanding and/or contract, for the University's review, that your firm intends to use to memorialize that relationship. Please also include the address, phone number, contact person and a brief description of the sub-contractor's organizational capacity and qualifications.

Respondents must be able to demonstrate multiple supply sources and location from which product is sourced by each one. Please also include sustainability certification documents for each supply source pursuant to Section 1.1.4 of the RFP. Complete and return **Attachment A – Supply Information**.

3. Please describe your firm's ability to transport supply to the University. Include specifications listed in Section 1.1.4 of this RFP. If your firm and any of these companies engage in a contractor/sub-contractor relationship, please indicate that and attach a copy of any memorandum of understanding and/or contract, for the University's review, that your firm intends to use to memorialize that relationship. Please also include the address, phone number, contact person and a brief description of the sub-contractor's organizational capacity and qualifications.

For each transportation source listed, please also provide size of truck, type of delivery system, maximum and minimum tons per delivery and required notice. Complete and return **Attachment B – Transportation Information**.

4. Describe your emergency contact process for the University to utilize as required in Section 1.1.4 of the RFP. Include how/who the University will contact the Contractor, and/or sub-contractor, driver, etc. when/if an emergency arises.
5. Please include a description of the services that demonstrate your ability to meet the requirements of this RFP in regards to your references provided in **Appendix D**. Descriptions are to be provided for a minimum of three (3) references provided.
6. If needed, a list of questions, concerns, or exceptions to the attached **Appendix F - University of Maine System Contract for Services** that would need to be resolved before the Respondent could complete the contract. Do not complete the contract as part of the Response submission.
7. Financial Stability
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 bank and suppliers.

Attachment A – Supply Information

Respondents must be able to demonstrate multiple supply sources and location from which product is sourced by each one. Please also include sustainability certification documents for each supply source pursuant to Section 1.6 of the RFP.

Supply Source Name: _____

Supply Source Address: _____

Supply Location: _____

Supply Source Name: _____

Supply Source Address: _____

Supply Location: _____

Supply Source Name: _____

Supply Source Address: _____

Supply Location: _____

Attachment B – Transportation Information

For each transportation source listed, please also provide size of truck, type of delivery system, maximum and minimum tons per delivery and required notice.

Transportation Source: _____

Size of Truck: _____

Max Tons: _____

Type of Delivery System: _____

Min. Tons: _____

Required Notice: _____

Transportation Source: _____

Size of Truck: _____

Max Tons: _____

Type of Delivery System: _____

Min. Tons: _____

Required Notice: _____

Transportation Source: _____

Size of Truck: _____

Max Tons: _____

Type of Delivery System: _____

Min. Tons: _____

Required Notice: _____

Appendix F – SAMPLE Contract for Services

**UNIVERSITY OF MAINE SYSTEM
CONTRACT FOR SERVICES**

This Contract for Services Agreement ("Agreement") entered into this **XX** day of **August 2018**, by and between the **University of Maine System**, hereinafter referred to as the "**University**", and [**CONTRACTOR**], 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 #05-2019, Issue Date August 1, 2018 Titled Wood Pellets University of Maine Fort Kent

Contractor's Bid in Response to Request for Proposal #05-2019, Proposal Submission Date August 16, 2018 Titled Wood Pellets University of Maine Fort Kent

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 Agreement shall commence on the date set forth above and shall terminate on **June 30, 2020**, unless terminated earlier as provided in this Agreement, with the option **for three (3) 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 net 30 basis unless discount terms are offered. 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.
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. **Termination Due to Contractor Default:** Upon termination of this Agreement by the University as a result of Contractor’s default, the University shall be entitled to damages, including but not limited to, the difference in the contract cost and the cost to the University for replacement fuel and transportation.
 7. **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.
 8. **Conflict of Interest:** No officer or employee of the University shall participate in any decision relating to this Agreement 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.
 9. **Modification:** This Agreement may be modified or amended only in a writing signed by both parties.
 10. **Assignment:** This Agreement, or any part thereof, may not be assigned, transferred or subcontracted by the Contractor without the prior written consent of the University.
 11. **Applicable Law:** This Agreement shall be governed and interpreted according to the laws of the State of Maine.
 12. **Administration:** The Chief Business Officer at the University of Maine at Fort Kent or his/her designee shall be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of this Agreement.
 13. **Non-Discrimination:** In the execution of the Agreement, 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.

14. **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 Agreement. 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 sub-contractors, in performing its obligations under this Agreement, 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 Agreement or based on any libelous or other unlawful matter contained in such data.
15. **Contract Validity:** In the event one or more clauses of this Agreement are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Agreement.
16. **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 sub-contractors 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.
17. **Sub-Contractors:** If sub-contractors are to be used either in source or transportation, Contractor is required to identify them prior to the start of the Agreement and must also provide the University with a memorandum of understanding or contract for the University's review. Contractor will only use sub-contractors that have been approved by the University, in writing, prior to the start of the Agreement. All sub-contractors are subject to all of the same terms and conditions as provided under this Agreement as the Contractor.
18. **Intellectual Property:** Any information and/or materials, finished or unfinished, produced in performance of this Agreement, and all of the rights pertaining thereto, are the property of the University and shall be turned over to the University upon request.
19. **Entire Contract:** This Agreement 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 Agreement 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 Agreement 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 Agreement. Contractor may not unilaterally change any term or condition of this Agreement.

20. **Licensing:** Contractor shall secure in its name and at its expense all federal, state, and local licenses and permits required for operation under this Agreement. Contractor shall provide proof of such licensure or permit to the University prior to commencing work under this Agreement.
21. **Record Keeping, Audit and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Agreement to the extent and in such detail as shall properly substantiate claims for payment under the Agreement. 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 Agreement. 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 Agreement. Such access shall include on-site audits.
22. **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 sub-contractors, either during or after termination of the Agreement, makes any statement bearing on the work performed or data collected under this Agreement to the press or issues any material for publication through any medium of communication. If the Contractor or any of its sub-contractors publishes a work dealing with any aspect of performance under the Agreement, 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.
23. **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.
24. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Agreement 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.

25. **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:

[CONTRACTOR BUSINESS NAME]
[CONTACT NAME]
[ADDRESS]
[ADDRESS]
[CITY STATE ZIP]
Phone Number:
Fax Number:

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

University of Maine System
Accounts Payable
PO Box 533
Bangor, ME 04402

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

27. **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 #05-2019** Issue Date August 1, 2018 Titled Wood Pellets University of Maine Fort Kent
- H. **Contractor’s Bid in Response to Request for Proposal #05-2019** Proposal Submission Date August 16, 2018 Titled Wood Pellets University of Maine Fort Kent

28. 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:

FOR THE CONTRACTOR:

BY: _____
(signature)

LEGAL NAME: _____

BY: _____
(signature)

Name: _____
(print or type)

Name: _____
(print or type)

Title: _____

Title: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Date: _____

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 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: _____

BY: _____

Title: _____
Chief Procurement Officer or designee

Title: _____
Chief Financial/Business Officer or designee

Date: _____

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

To obtain firm fixed price, pay-as-delivered, contract(s) for wood pellet fuel product, quantities, and delivery, terms as specified in **Product Scope of Work**.

PRODUCT SCOPE OF WORK:

See 1.1.4 in RFP # 05-2019

Fuels: Wood Pellets

University of Maine For Kent

Address: UMFK, 23 University Drive, Fort Kent, ME 04743

Contract duration: Initial term for two (2) years starting on or about September 17, 2018 with three (3) additional one (1) year renewal options for a potential 5 years duration.

Quantity: Estimated consumption per year is 1400 tons. UMFK provides heat to MSAD #27 from the Armory location. The estimated annual consumption includes heat service for both UMFK and MSAD #27. In any given year, it is possible that MSAD #27 may choose to refuse heat service from UMFK. Estimated consumption for UMFK without MSAD #27 is approximately 800 tons.

Actual consumption for 2017-18 was 1366 tons. See also Performance Terms and Conditions below.

Delivery Specifications: Deliveries will be made to the silos at the Armory Building, 34 Armory Road, Fort Kent and to the silos at the Sports Center, 43 Pleasant Street, Fort Kent.

1. All deliveries must comply with Department of Transportation regulations, Title 49 of the Code of Federal Regulations.
2. Deliveries will be made to the storage tanks as listed in the proposal specifications, and to locations as may be designated by the participants, in quantities as required during the contract period.
3. On the day of delivery, delivery slips must be left with a designated representative to be determined upon contract execution. The building name or building number for each delivery address must appear on the delivery ticket and invoice.
4. The University will monitor pellet storage levels and will provide daily reports to the Contractor. The University will request delivery from the Contractor, such delivery to be made no later than 24 hours after the request.
5. The driver must notify a designated employee that they are on site in order to gain access for delivery. Deliveries shall be signed for by the employee responsible for receiving wood pellets at each location.
6. Deliveries to each University location shall be made between the hours of 7:00 am and 3:00 pm, 7 days per week, unless otherwise approved by the designated employee of that delivery location. If deliveries are made before or after these hours without the employee's approval, and if it is necessary to accept delivery, the expense for the employee call-back time will be deducted from the invoice. The minimum call-back time

is 3 hours.

Deliveries to the Armory Building may be made by tractor trailer. Deliveries to the Sports Complex must be made by a straight truck or a truck of equal size upon University approval.

Delivery Method and Specifications

Pneumatic Fill:

1. All four (4) silos are piped for pneumatic fill.
2. The delivery truck operator must have experience with pneumatic delivery systems in order to avoid damage to the wood pellets.

Notes

- Driver must immediately report any spillage to University personnel.
- Driver must immediately report any damage to site or buildings.
- Delivery site must be left in a clean and orderly condition.
- Photos of the silo fill connections:

Armory Building



Sports Center

Drivers are not permitted to drive directly to the fill station at the Sports Complex due to an underground storage tank. Drivers must use a hose from the closest driveway delivery location (not shown).

Required Wood Pellet Technical Specifications *

Pellet Length	4-40mm	0.16" to 1.25"
Pellet Diameter	6-12mm	0.24" to 0.47"
Higher Heating Value	17.4-19.5MJ/Kg	7,462 to 8,500 Btu/lb.
Density	609-737 kg/m ³	38 to 46 Lbs. /ft ³
Moisture	3% to 8%	
Ash content	0.5% to 1%	
Fines	1% Max	
Durability Index	>95	

* See PFI Standard Specification for definitions and testing techniques (www.pelletheat.org)

Testing and Other Specifications

1. Fuel is to contain no foreign matter, i.e. sand, metal etc.
2. Consistency of fuel supplied to the burner is critical to proper burner operation. Rapid changes in Heating Value, Density and/or Moisture, even within the acceptable ranges described above, can cause variation in combustion that are too rapid for the O₂ controller to react to automatically and may require manual intervention.
3. In order to avoid the need for operator adjustments, fuel is to be uniform within each load with uniformity being defined as maximum variation between samples taken within the same load of not more than High Heat Value +/- 80 Btu/lb., Density +/- 1 lb. per cubic foot and moisture +/-0.4%.

4. Variation between representative or average tests of consecutive loads shall not exceed High Heat Value +/- 170 Btu/lb., Density +/- 1.9 lb. /ft³ or moisture +/- 0.7%.
5. Average fuel heating values shall be not less than 8,000 btu/lb. averaged over each calendar quarter of the contract. Average moisture content shall be not greater than 6% averaged over each calendar quarter of the contract.
6. The quantity and quality of the product provided by Contractor under the Agreement shall be for all purposes conclusively deemed to be the quantity and quality set forth in Contractor's document of delivery unless within ten (10) days after the date of delivery, either Party provides written notice to the other Party of any claimed shortage in quantity or claimed deviation in quality. Time is of the essence in complying with this provision. Wood fuel shall not be outside of the acceptable performance specifications outlined in this section above and a quality certificate will accompany all deliveries. Deliveries without a quality certificate or not meeting the technical specifications above will be refused by the University.
7. Contractor agrees to undertake a monthly third party analysis of the composition of pellets produced for the University. Contractor will provide the third party test results to the University as soon as they are available.
8. Upon request by the University, Contractor will provide one gallon of pellets to the University for internal testing. Samples will be marked with Contractor's name, moisture content, bulk density, and date.
9. In the event of any shortage or defect, Contractor shall cure the shortage and/or replace the defective product at no additional cost to the University. Replacement of any defective wood pellets shall include payment by Contractor of the cost to transport the replacement wood pellets from the Mill Facility to the University. Contractor shall be obligated to pay for replacement and transportation of wood pellets that were contaminated during transport from the Mill Facility to the University. Should Contractor not be able to deliver fuel which meets the minimum technical specifications outlined above for a period which exceeds ten (10) days, Contractor shall be found in default of this Agreement. Notwithstanding anything in this section to the contrary, Contractor's liability to replace product that is shown to be defective by testing or analysis shall not be limited in time.
10. If subcontractors are to be used either in source or transportation, Contractor is required to identify them prior to the start of the Agreement and must also provide the University with a memorandum of understanding or contract for the University's review. Contractor will only use subcontractors that have been approved by the University, in writing, prior to the start of the Agreement. All subcontractors are subject to all of the same terms and conditions as provided under the RFP and the Agreement as the Contractor.

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. **Rejection:** In order to assure Contractor's compliance with these quality requirements, the University's acceptance shall be conditioned upon its right to inspect each load of fuel. If the results of such inspections do not reasonably conform to the University's quality requirements, the University reserves the right to reject all or any part of the non-conforming shipment. The University shall promptly notify Contractor of such a rejection.
2. **Quantity:** Estimated consumption per year is 1400 tons. Contractor shall provide the University with 100% of its fuel requirements during the contract term. The University is not obligated by this Agreement to use any minimum or maximum quantity and Contractor agrees to deliver whatever quantities the University requests whether they fall short of or exceed the estimated volume.
3. **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 Agreement is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be utilized in the execution of this Agreement without the prior written consent of the Contract Administrator.
4. **Business and Performance Reviews:** Recognizing that successful performance of this Agreement is dependent on favorable response, the Contractor shall meet at least quarterly with the Contract Administrator or designee for a business and performance review to evaluate operations and make necessary adjustments. These meetings will normally be conducted electronically but shall be face-to-face on demand. As part of these reviews, the University reserves the right to review equipment specifications quarterly and update equipment specifications accordingly. Contractor shall provide a single point of contact (i.e., relationship manager) and shall notify University in writing and in advance whenever there is a change to that single point of contact.
5. **Campus Visits:** The Contractor agrees to maintain good relations with the University. The Contractor shall make campus visits "as needed" on three days' notice. The Contractor will coordinate campus visits with the University Services Information and Technology Department to ensure proper communication and sharing of information related to customer projects.
6. **Toll-Free Access:** The Contractor shall provide to the University, toll-free telephone access to technical support. The University prefers a unique toll-free telephone number just for the University. The Contractor shall provide an escalated support feature to ensure that unresolved support issues can be elevated to upper level management.

**RIDER A-1
PRICING**

**Price per Ton:
Delivery per Ton:
Total Cost per Ton:**

RIDER B-1 INSURANCE REQUIREMENTS

Contractor's Liability Insurance: During the term of this Agreement, the Contractor and any sub-contractors shall maintain the following insurance:

#	Insurance Type	Coverage Limit
1	Commercial General Liability, including Product's and Completed Operations (Written on an Occurrence-based form) (Bodily Injury and Property Damage)	\$1,000,000 per occurrence or more
2	Vehicle Liability (Including Hired & Non-Owned) (Bodily Injury and Property Damage)	\$5,000,000 per occurrence or more
3	Workers Compensation (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:

**University of Maine System
Risk Manager
Lewiston Hall, 3rd Floor
35 Texas Ave
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 ACORD 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.

[INSERT INSURANCE CERTIFICATE HERE]

RIDER C
UNIVERSITY OF MAINE SYSTEM
STANDARDS FOR SAFEGUARDING INFORMATION

This Attachment addresses the Contractor's responsibility for safeguarding Compliant Data and Business Sensitive Information consistent with the University of Maine System's Information Security Policy and Standards. (infosecurity.maine.edu)

Compliant Data is defined as data that the University needs to protect in accordance with statute, contract, law or agreement. Examples include Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Maine Notice of Risk to Personal Data Act, and the Payment Card Industry Data Security Standards (PCI-DSS).

Business Sensitive Information is defined as data which is not subject to statutory or contractual obligations but where the compromise or exposure of the information could result in damage or loss to the University.

1. Standards for Safeguarding Information: The Contractor agrees to implement reasonable and appropriate security measures to protect all systems that transmit, store or process Compliant Data and Business Sensitive Information or personally identifiable information from Compliant Data and Business Sensitive Information furnished by the University, or collected by the Contractor on behalf of the University, against loss of data, unauthorized use or disclosure, and take measures to adequately protect against unauthorized access and malware in the course of this engagement.
 - A. Compliant Data and Business Sensitive Information may include, but is not limited to names, addresses, phone numbers, financial information, bank account and credit card numbers, other employee and student personal information (including their academic record, etc.), Driver's License and Social Security numbers, in both paper and electronic format.
 - B. If information pertaining to student educational records is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with FERPA.
 - C. If information pertaining to protected health information is accessed, used, collected, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with HIPAA and Contractor shall sign and adhere to a Business Associate Agreement.
 - D. If Contractor engages in electronic commerce on behalf of the University or cardholder data relating to University activities is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with current PCI-DSS guidelines.
 - E. If information pertaining to protected "Customer Financial Information" is accessed, transferred, stored or processed by Contractor; Contractor shall protect such data in accordance with GLBA.

2. Prohibition of Unauthorized Use or Disclosure of Information: Contractor agrees to hold all information in strict confidence. Contractor shall not use or disclose information received from, or created or received by, Contractor on behalf of the University except as permitted or required by this Agreement, as required by law, or as otherwise authorized in writing by the University.
3. Return or Destruction of Compliant or Business Sensitive Information:
 - A. Except as provided in Section 3(B), upon termination, cancellation, or expiration of the Agreement, for any reason, Contractor shall cease and desist all uses and disclosures of Compliant Data or Business Sensitive Information and shall immediately return or destroy (if the University gives written permission to destroy) in a reasonable manner all such information received from the University, or created or received by Contractor on behalf of the University, provided, however, that Contractor shall reasonably cooperate with the University to ensure that no original information records are destroyed. This provision shall apply to information that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of University information, including any compilations derived from and allowing identification of any individual's confidential information. Except as provided in Section 3(B), Contractor shall return (or destroy) information within 30 days after termination, cancellation, or expiration of this Agreement.
 - B. In the event that Contractor determines that returning or destroying any such information is infeasible, Contractor shall provide to University notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of such information is infeasible, Contractor shall extend the protections of this Agreement to such information and limit further uses and disclosures of such information to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such information.
 - C. Contractor shall wipe or securely delete Compliant Data or Business Sensitive Information and personally identifiable information furnished by the University from storage media when no longer needed. Measures taken shall be commensurate with the standard for "clearing" as specified in the National Institute of Standards and Technology (NIST) Special Publication SP800-88: Guidelines for Media Sanitization, prior to disposal or reuse.
4. Term and Termination:
 - A. This Attachment shall take effect upon execution and shall be in effect commensurate with the term of the Agreement
5. Subcontractors and Agents: If Contractor provides any Compliant Data or Business Sensitive Information received from the University, or created or received by Contractor on behalf of the University, to a subcontractor or agent, the Contractor shall require such subcontractor or agent to agree to the same restrictions and conditions as are imposed on Contractor by this Agreement.
6. Contractor shall control access to University data: All Contractor employees shall be adequately screened, commensurate with the sensitivity of their jobs. Contractor agrees to limit employee access to data on a need-to-know basis. Contractor shall impose a disciplinary process for employees not following privacy procedures. Contractor shall have a process to remove access to University data immediately upon termination or re-assignment of an employee by the Contractor.

7. Unless otherwise stated in the Agreement, all Compliant Data or Business Sensitive Information is the property of the University and shall be turned over to the University upon request.
8. Contractor shall not amend or replace University-owned hardware, software or data without prior authorization of the University.
9. If mobile devices are used in the performance of this Agreement to access University Compliant Data or Business Sensitive Information, Contractor shall install and activate authentication and encryption capabilities on each mobile device in use.
10. Reporting of Unauthorized Disclosures or Misuse of Information: Contractor shall report to the University any use or disclosure of Compliant Data or Business Sensitive Information not authorized by this Agreement or in writing by the University. Contractor shall make the report to the University not more than one (1) business day after Contractor learns of such use or disclosure. Contractor's report shall identify; (i) the nature of the unauthorized use or disclosure, (ii) the information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate the effects of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the University. Contractor shall keep University informed on the progress of each step of the incident response. Contractor shall indemnify and hold University harmless from all liabilities, costs and damages arising out of or in any manner connected with the security breach or unauthorized use or disclosure by Contractor of any University Compliant Data or Business Sensitive Information. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a security breach or use or disclosure of Compliant Data or Business Sensitive Information by Contractor in violation of the requirements of this Agreement. In addition to the rights of the Parties established by this Agreement, if the University reasonably determines in good faith that Contractor has materially breached any of its obligations, the University, in its sole discretion, shall have the right to:
 - Inspect the data that has not been safeguarded and thus has resulted in the material breach, and/or
 - Require Contractor to submit a plan of monitoring and reporting, as the University may determine necessary to maintain compliance with this Agreement; and/or Terminate the Agreement immediately.
11. Survival: The respective rights and obligations of Contractor under Section 12 of the Agreement or Section 3 of this Attachment shall survive the termination of this Agreement.
12. Contractor Hosted Data: If Contractor hosts University Compliant Data or Business Sensitive Data, in or on Contractor facilities, the following clauses apply.
 - A. Contractor computers that host University Compliant Data or Business Sensitive Information shall be housed in secure areas that have adequate walls and entry control such as a card controlled entry or staffed reception desk. Only authorized personnel shall be allowed to enter and visitor entry will be strictly controlled.
 - B. Contractor shall design and apply physical protection against damage from fire, flood, earthquake, explosion, civil unrest, and other forms of natural or man-made disasters. Contractor shall protect hosted systems with Uninterruptible Power Supply (UPS) devices sufficient to meet business continuity requirements.

- C. Contractor shall backup systems or media stored at a separate location with incremental back-ups at least daily and full back-ups at least weekly. Incremental and full back-ups shall be retained for 15 days and 45 days respectively. Contractor shall test restore procedures not less than once per year.
 - D. Contractor shall provide for reasonable and adequate protection on its network and system to include firewall and intrusion detection/prevention.
 - E. Contractor shall use strong encryption and certificate-based authentication on any server hosting on-line and e-commerce transactions with the University to ensure the confidentiality and non-repudiation of the transaction while crossing networks.
 - F. The installation or modification of software on systems containing University Compliant Data or Business Sensitive Information shall be subject to formal change management procedures and segregation of duties requirements.
 - G. Contractor who hosts University Compliant Data or Business Sensitive Information shall engage an independent third-party auditor to evaluate the information security controls not less than every two (2) years. Such evaluations shall be made available to the University upon request.
 - H. Contractor shall require strong passwords for any user accessing personally identifiable information or data covered under law, regulation, or standard such as HIPAA, FERPA, or PCI. Strong passwords shall be at least eight characters long; contain at least one upper and one lower case alphabetic characters; and contain at least one numeric or special character.
13. If the Contractor provides system development, Compliant Data or Business Sensitive Information shall not be used in the development or test environments. Records that contain these types of data elements may be used if that data is first de-identified, masked or altered so that the original value is not recoverable. For programs that process University data, initial implementation as well as applied updates and modifications must be produced from specifically authorized and trusted program source libraries and personnel. Contractor shall provide documentation of a risk assessment of new system development or changes to a system.

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 ____ - _____

1EIN ____ - _____

[] 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.

MC Dry basis (%); ASTM D4442, Method A:	7.66
MC Wet basis (%); ASTM E871:	7.12
Energy Value; Btu/lb; Parr 6200:	
As Received :	8105.88
Moisture Free :	8726.79
Moisture and Ash Free (MAF):	8782.59
Ash (%); ASTM D-1102, ASTM D-790, 590 C:	0.59
Chlorine ASTM D 4208 (ppm)	288.156
Phosphorous (mg/kg)	6804
Total Carbon in Sample (%)	3.29

Dimensions:	Over 1.5 in long; (%):	0
	Max Length (in):	1.214
	Diameter Range (in):	0.247 - 0.255
	Diameter Average (in):	0.252
	> 0.001" out of round (%):	80

Durability; 10 minute, 50 (\pm 2) RPM; (%):	98.58
Fines; (1/8 inch mesh, mild agitation); (%):	0.62
Bulk Density; (Small box); [PCF]:	43.28
Bag Weight Stated (lb):	40
Bag Weight Actual (Avg. of 3 readings) (lb):	39.45

Prepared by: *R. W. Rice*
R. W. Rice, Ph.D
Professor of Wood Science
University of Maine
207-581-2883





Twin Ports Testing Inc
 1301 North 3rd Street
 Superior, WI 54880
 p 715-392-7114
 p 800-373-2562
 f 715-392-7163
 www.twinportstesting.com

Report No: USR:W211-0127-01
Issue No: 1
This report replaces all previous issues

Analytical Test Report

Client:
Attention:
PO No:

Signed:
 Lab Manager
Date of Issue: 10/31/2011
THIS DOCUMENT SHALL NOT BE REPRODUCED EXCEPT IN FULL.

Sample Details
Sample Log No: W211-0127-01
Sample Designation: 40 lb bag pellets
Sample Recognized As:
Sample Date:
Sample Time:
Arrival Date: 10/25/2011

	METHOD	UNITS	MOISTURE	
			FREE	AS RECEIVED
Moisture Total	ASTM E871	wt %		6.16
Ash	ASTM D1102	wt %	0.47	0.44
Volatile Matter	ASTM D3175	wt %		
Fixed Carbon by Difference	ASTM D3175	wt %		
Sulfur	ASTM D4239	wt %	0.005	0.00
SO ₂	Calculated	lb/mmmbtu		0.010
Net Cal. Value at Const. Pressure	ISO 1928	GJ/tonne		
Net Cal. Value at Const. Pressure	ISO 1928	J/g		
Gross Cal. Value at Const. Vol.	ASTM E711	J/g	19720	18388
Gross Cal. Value at Const. Vol.	ASTM E711	Btu/lb	8478	7906
Carbon	ASTM D5373	wt %		
Hydrogen	ASTM D5373	wt %		
Nitrogen	ASTM D5373	wt %		
Oxygen	ASTM D3176	wt %		
Chlorine	ASTM D6721	mg/kg	10	9
Fluorine	ASTM D3761	mg/kg		
Mercury	ASTM D6722	mg/kg		
Bulk Density	ASTM E873	lbs/ft ³		44.24
Fines (Less than 1/8")	TPT CH-P-06	wt %		0.12
Durability Index	Kansas State	PDI		98.4
Sample Above 1.50"	TPT CH-P-06	wt %		0.0
Maximum Length (Single Pellet)	TPT CH-P-06	inch		0.255
Diameter, Range	TPT CH-P-05	inch	0.255 to	0.257
Diameter, Average	TPT CH-P-05	inch		0.256
Stated Bag Weight	TPT CH-P-01	lbs		40.0
Actual Bag Weight	TPT CH-P-01	lbs		40.6

Comments