



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

Compact Shelving and Installation Services
RFB #2022-039

Issued Date: December 1, 2021

Response Deadline Date/Time: Dec. 10, 2021, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – RC: Compact Shelving & Services - RFB#2022-039

Response Contact Information:

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PURPOSE AND SCOPE OF SERVICES

The University of Maine System (UMS) is seeking proposals compact shelving and installation services at our new facility located at 300 Fore Street, Portland, ME. In addition to the initial scope of services, at the University option, allow for continued relationship with the Contractor for additional scope of services for equipment and installation services.

EQUIPMENT SPECIFICATIONS

System #1: First Floor - Compact Shelving Area together with Ground Floor Static Shelving

The Compact Shelving system will consist of a series of 18' L Mechanical-Assist carriages (14) and stationary carriages (2).

- Shelving height: 85.25"
- Overall Height: 92" (18" below sprinkler heads)
- Track Length: 36.50'
- A total of 6 usable levels are specified to accept primarily 3-ring binders, but the spacing will allow for various sizes of media/books/catalogs
- Formica laminate end panels will be mounted on the public facing side of all shelving units, both mobile and stationary
- In addition to the Compact Shelving, there are going to be a series of stationary units placed directly on the floor in various locations within this first floor space. Each of these units will also be equipped with Formica Laminate end panels on public facing ends. **These units include 53 Double-faced and 34 Single-faced stationary units on the ground floor.**
- A series of adjustable book supports are included for each shelf. Each double-sided shelf will have 8 book supports. Each single-sided shelf will have 4 book supports.
- All shelving to be letter-depth
- Double-entry reference shelves (2/carriage) and every other DF stationary unit are included

Room Capacity: **5,760 Linear Feet (LF)**

System #2: Fourth Floor Shelving

A total of 15 single-faced units with the same specifications as those on the first floor will be assembled in various areas on the Fourth- Floor. The total capacity for this Fourth-Floor area will be 270 Linear feet.

Total Shelving Required: 6,030 Linear Feet

System Weight

The total system weight for the Compact Shelving Area only portion of this proposal is calculated as follows:

Compact/Mobile System consisting of track, deck, end panels, hardware and carriages:	12,124 lbs.
Shelving	18,865 lbs.
Media Weight (^)	<u>118,116 lbs.</u>
Total:	149,105 lbs.

Based on a square footage area for this enclosed space of 1,040 sq. ft., the lbs./sq. ft. total load may not exceed 144 when fully loaded.

SUBMISISON REQUIREMENTS

Submissions are due by **December 10, 2021 on or before 11:59 p.m. EST.**

Submissions will include:

- Pricing for shelving, shipping, installation services and debris removal.
- Agreement that the work will be completed by May 20, 2022.
- Confirmation that the shelving will meet or exceed the specifications provided in this document on page 1.

EVALUATION AND AWARD PROCESS

To be considered, the Respondent must meet the following:

- Agreement that the work at 300 Fore Street Portland, Maine, will be completed by May 20, 2022.
- Confirmation that the shelving will meet or exceed the specifications provided in this document on page 1.
- Provision of total cost of ownership for equipment and services including; shelving, shipping, installation services and debris removal.

Respondent's meeting the criteria listed directly above will be evaluated based on a 100-point scale each.

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. For purposes of clarification the price evaluation will be completed on longer term pricing provided. 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 **Points** = 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.

AWARD

The University reserves the right to award Agreement(s) to one or multiple Respondents, if such award is in the best interest of the University. The University also reserves the right to award only one solution if such an action is in the best interest of the University.

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 bid/proposal/submission, in whole or in part, and is not necessarily bound to accept the lowest cost response if that bid/proposal/submission 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.

NEGOTIATIONS

The University reserves the right to negotiate with the successful Respondent to finalize a contract. In the event that an acceptable contract cannot be negotiated, the University may withdraw its award. Alternatively, the University may cancel the RFB, at its sole discretion.

AWARD PROTEST

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Chief General Services 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 RFB 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.

MASTER AGREEMENT

A copy of the Master Agreement is provided as a supplemental document with file name; **03 - 2022-039-RFB-FT-Exhibit B - Master Agreement**

The Master Agreement will allow for:

- Additional shelving and installation services to be available, to include products and services under this Agreement, to additional University institutions, this includes any additional University institutions formed during the term of this agreement, all facilities utilized by an institution including those managed and/or owned by a third party, and additional entities, such as, the University College a division of University of Maine at Augusta.
- Additional Scope: The Contractor shall permit product and services not covered herein to be added by mutual written agreement, without voiding the provisions of the existing agreement. The Contractor, for additional consideration, shall furnish additional such products and services to the University.