



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

**SINGLE WIDE TRAILER SALE**

**RFB #2023-052**

**Issued Date:** November 18, 2022

**Response Deadline Date/Time:** November 21, 2022, 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – RC: Single Wide Trailer Sale - RFB#2023-052

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Robin Cyr  
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## 1.0 INTRODUCTION

### 1.1 Purpose and Specifications

#### 1.1.1 Purpose

The University of Maine System acting on behalf of the University of Maine is accepting bids for a single wide, mobile trailer details as follows:

Located at: Telos Road, Piscataquis County ME 46.056617, -69.179828

Trailer specs:

- Total length: 47ft.
- Width: 17ft.
- Height of peak: 12ft 9in.
- Height of eaves: 9ft.
- Interior: 750sq ft.

The building has vinyl siding and a metal roof. It has a propane furnace, plumbing, and electrical system to connect to a portable generator.

MINIMUM BID: \$1,000.00

Sale is 'as is where is', no warranties provided.

#### REQUIREMENTS

- 1) The trailer must be removed by December 7, 2022 and purchaser must cover all costs associated with moving.

**Photos**



## 1.2 General Information

### 1.2.1 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](http://www.maine.edu/strategic/upcoming_bids.php)

It is the responsibility of all Respondents to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made using the **Response Contact Information** provided on the cover sheet of this document. Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

### 1.2.2 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 Agreement 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 may be made available to participating Respondents upon request. Such request 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, with a copy of the request provided to the other Respondents. Such requests are public records.

After the protest period has passed and the Agreement is fully executed, responses will be available for public inspection upon request.

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 Agreement, if any, executed between the University and your entity.

### 1.2.3 Costs of Preparation

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

#### 1.2.4 Specification Protest Process and Remedies:

If a Respondent feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement to the email address provided on the cover page of this document. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the Deadline for Proposal Submission noted in Section 1.3.1. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications.

#### 1.2.5 Pricing

All prices provided using **Appendix C** for specific bid instructions/requirements.

#### 1.2.6 Evaluation Criteria

Award will be made to the low respondent provided that all other requirements are satisfactorily met, as outlined in Section 1.1.4 of this document, including receipt of bid as outlined in **Appendix C**.

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.

### 1.3 General Submission Provisions

#### 1.3.1 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.

#### 1.3.2 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.

#### 1.3.3 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.

**1.3.4 Response Validity**

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

**1.3.5 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.

## 2.0 EVALUATION AND AWARD PROCESS

### 2.1 Evaluation Criteria

#### 2.1.1 Scoring Weights

Award will be made to the low bidder provided that all other requirements are satisfactorily met, as outlined in Section 1.1.3 of this document. **MINIMUM BID is \$1,000.00**

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.

### 2.2 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 Agreement. 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 Agreement negotiations with a selected respondent who submits a proposed Agreement significantly different from the response they submitted in response to the advertised RFB. In the event that an acceptable Agreement 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 Agreement has been finalized. Alternatively, the University may cancel the RFB, 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 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. 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](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.

## 3.0 RESPONSE FORMAT REQUIREMENTS

### 3.1 General Format Instructions

#### 3.1.1 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.

### 3.2 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.

#### 3.2.1 Response Submission

A SIGNED copy of this bid document must be submitted to the Office of Strategic Procurement as follows:

1. The **BID SUBMISSION PACKAGE** provided must be used by the Respondent to satisfy the Bid Submission requirement.
2. Completion of **Appendix A** – University of Maine System Response Cover Page. **Appendix A** must be SIGNED as part of the submission.
3. Completion of **Appendix B** – Debarment, Performance and Non-Collusion Certification. **Appendix B** must be SIGNED as part of the submission.
4. Completion of **Appendix C** – Cost Evaluation
5. Bid submission will be submitted electronically to the Email provided in the Contact section of the cover page of this document.
6. Electronic submission must be received by the required Response Deadline/Time reflected on the cover page of this document.