### **Appendix A – University of Maine System Response Cover Page**

RFP # 2023-061

Athletic Teams Passenger Buses

|  |  |
| --- | --- |
| 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:
   1. 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;
   2. 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;
   3. 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.
   4. 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.

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 # 2023-061

Athletic Teams Passenger Buses

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:

1. 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.
2. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. 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
   4. 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.
3. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name and Title (Printed) Authorized Signature

**Appendix C – Required Cost Evaluation Exhibits**

University of Maine System

COST EVALUATION

RFP # 2023-061

Athletic Teams Passenger Buses

**GENERAL INSTRUCTIONS:**

1. The Respondent must submit a cost response that covers the entire period of the Agreement, including any optional renewal periods.
2. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This “cost” will encompass the entire solution pricing along with all products and services offered as part of the solution.
3. Failure to provide the requested information and to follow the required cost response format provided in Appendix C may result in the exclusion of the Response from consideration, at the discretion of the University. You can add rows and columns required to insert additional information. If a particular cost table is not required as part of your response simply leave it blank.
4. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
5. Identify all costs by year, to be charged for performing the services necessary to accomplish the objectives of this document.
6. If there are additional options or services that are not included in the offering, they must be identified and itemized as “optional” and include a description of the product or service and the costs of the option. All items identified in the response (including third party items required) will be considered free add-ons to the proposed solution at the prices included in this response unless expressly stated otherwise.
7. Respondents’ are encouraged to provide additional price incentives for providing an enterprise solution, multi-year or award of multiple institutions.
8. Pricing will be guaranteed by the vendor for the term of the Agreement.
9. The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

**Cost Response Exhibit 1 – Purchase Pricing**

**Instructions:**

**Pricing listed shall include, but not limited to, the unit as described in Attachments A & B – Unit Specification / Description, delivery of the unit to the each University after July 1, 2023 fully serviced and ready to go, training, all steps to assemble the unit, warrantees as described in Appendix E, administrative cost, etc. Pricing shall be held firm for 90 days from the submission due date.**

**Vendor Name:**

**15 Passenger Light Duty Bus**

Make / Model / Year:

Purchase Price delivered: $

**29 Passenger Medium Duty Bus**

Make / Model / Year:

Purchase Price delivered: $

**Cost Response Exhibit 2 – Leasing Pricing**

**Instructions:**

**Pricing listed shall include, but not limited to, the unit as described in Attachments A & B – Unit Specification / Description, delivery of the unit to the each University after July 1, 2023 fully serviced and ready to go, training, all steps to assemble the unit, warrantees as described in Appendix E, administrative cost, etc. Pricing shall be held firm for 90 days from the submission due date.**

Vendor Name:

**TYPE OF VEHICLE LEASING TERM PER MONTH / ANNUAL LEASE COST**

15 Passenger 3 years (12 months) $ month / $ year

Make / Model / Year:

29 Passenger 3 years (12 months) $ month / $ year

Make / Model / Year:

Miles Included in lease Annually

Cost of Additional Miles Per Mile $ / Per Mile

**Cost Response Exhibit 3 – Trade-In Value**

**Instructions:**

**Respondent shall provide trade in values for the following 8 vehicles. Information about the 8 vehicles is listed in Attachment C. If respondent is unwilling to accept trade-ins please leave this section blank.**

**Vehicle 1: $**

**Vehicle 2: $**

**Vehicle 3: $**

**Vehicle 4: $**

**Vehicle 5: $**

**Vehicle 6: $**

**Vehicle 7: $**

**Vehicle 8: $**

### **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 strongly prefer references from higher education institutions similar in size and requirements to the University of Maine System, including those with multi-campus integrated solutions.

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 |  |

### **Appendix E – Submission Requirements - 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.

**Submission requirements:**

* + - 1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the equipment in your submission.

1. Are you able to provide a maintenance/service contract for the vehicles? If so, please provide details including cost and coverage levels.
2. Provide a statement describing who / where will service the unit and / or perform any repairs as needed. Include in your statement parts availability for the unit.
3. Provide a statement describing orientation and training that will be provided to the University upon delivery of the unit.
4. Provide a statement describing your company’s ability to provide needed documents to register buses, if possible, prior to delivery. Documents needed include:

Copy of lease agreement

Copy of Invoice

Schedule C – Name Lessee, Name Lessor, Contact, Year, Make, Model, Mileage at delivery, Lease Payment, Insurance Information (who is responsible), signature of lessor and lessee.

Prior Original Title signed over to University of Maine System

Note: If there are two (2) titles, due to the chassis being a different manufacturer, the University will need the chassis title most urgently, as this is the document the University needs to register the title with the State of Maine.

Maine Title Application completed

1. Provide a statement describing your company’s ability to provide temporary plates for thirty (30) days from delivery to provide the University the ability to use the buses while registering the buses with the State of Maine. If dealer plates are provided the University will return the plates once buses are registered.
2. Provide a statement of estimated delivery date(s) of the units. (must be delivered between July 1, 2023 and August 1 , 2023)
3. Provide a statement describing your ability to provide Wi-Fi capabilities for the buses. Include what options are available, what carrier is used, and cost per plan for both leased and purchased buses.
4. Provide a statement describing, in detail, all applicable warrantees for the unit and all attachment(s). Describe the process from breakdown through repair for a warrantied part or service issue.
5. Questions about Lease Agreement and Financing:
   1. Do you have a preferred partner for financing/leasing?
   2. If yes, provide a copy of the lease agreement for a three-year lease with an option for a 9 or 12-month extension.
   3. Do you offer any other financing options? If yes, please provide details.

**Attachment A – 15 Passenger Light Duty Bus**

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| --- | --- | --- | --- | --- | --- |
| **Attachment A - 15 Passenger Mini / Light Duty Bus - Unit Specification / Description** | | | | | |
| ***Respondent's Organization Name:*** | | | | | |
| **Directions:** All Respondents are required to complete Appendix F. The University has provided a list of requested specifications. Respondents are to provide detailed information for scoring, at the University's sole discretion, of the Respondent's unit in comparison to the University's requested specifications. **All Respondents are required to fill out Respondents Specification in this spreadsheet AND provide detailed specifications informational documentation of item(s) submitted. Include, if available, view drawings of front, back, sides, top and interior.** | | | | | |
| ***General Design & Construction Notes:*** | | | | | |
| Safety: The chassis and body shall be designed and work performed by professional established firms. Respondent shall comply with all Federal and State of Maine regulations and requirements applicable to the design and manufacture of buses. | | | | | |
| Driver Size & Comfort: Design criteria of bus for driver area shall be for all females from the 5th percentile to males of the 95th percentile, to be equally as comfortable in using all controls required to safely drive and maneuver the bus. All driver controls required shall comply with FMVSS 101. | | | | | |
| Metal Rollover Frame, Cage-type Construction: The bus shall have a heavy-duty, unit-body structure. Respondent shall provide certification that proposed buses’ strength of frame shall comply with FMVSS 220 rollover protection test. | | | | | |
| Buses shall be designed to withstand road shocks, stop and start operations, seasonal weather and road extremes and other conditions found in Northern Maine and throughout New England. On occasion Athletic Teams travel to as far as North Carolina, Heating/AC shall be sufficient to reflect wide variety of temperature extremes. The interior of the bus shall be a pleasant,  aesthetically pleasing atmosphere. | | | | | |
| The floor desk shall be a minimum of ¾” C/D plywood of marine grade material, shall have all cracks and voids filled and the whole surface rough sanded before installing the flooring material. A layer of sealer shall be installed between floor deck edges that butt against structural members and other deck sections to prevent dust and moisture intrusion. | | | | | |
| ***University's Requested Specification*** | | ***Meets or Exceeds Specification?***  ***Yes/No*** | | ***Respondent's Specfication*** | |
| New Unit, Model Year 2022 or 2023 | |  | |  | |
| Seating Capacity: 14 + Driver | |  | |  | |
| F350 G-Force, Minimum 10,000 | |  | |  | |
| 3.7 Gasoline V8 Engine (include estimated MPG) | |  | |  | |
| Include Axle Ratio | |  | |  | |
| Heavy-duty 6 Speed Automatic Transmission | |  | |  | |
| Dual 200 + 155 AMP Alternator | |  | |  | |
| Duel Wheel Rear Axle w/ Mor-Ryde Rear Suspension System | |  | |  | |
| Power Steering with Tilt Adjustable Steering Column | |  | |  | |
| LED / Halogen Bright White Headlights | |  | |  | |
| Mirrors, West Cost Style | |  | |  | |
| 40 Gallon Fuel Tank | |  | |  | |
| Cruise Control | |  | |  | |
| Metal Rollover Frame/Cage Type Structure, Integral Welded Steel Cage with Urethane Insulation | |  | |  | |
| Exterior Height x Width x Overall Length (feet) | |  | |  | |
| Passenger Windows, T-Slider, Privacy Glass | |  | |  | |
| Dedicated Rear Luggage Area with Rear Door to Access Dedicated Rear Luggage Area | |  | |  | |
| Rear Luggage Storage Capacity (Size & lbs.) | |  | |  | |
| Rear Heavy-Duty Bumper | |  | |  | |

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| Manual Windows in Front / Driver |  |  |
| Passenger Seats - Cloth High Back, Reclining / Adjustable, Foldup Armrest, Lap Belts, with Side Sliders on all Applicable Rows |  |  |
| Overhead Storage Racks with Individual Passenger LED Reading Lights |  |  |
| Overhead Storage Racks Capacity (Size & lbs.) |  |  |
| Auto-Cloth Installed On Interior Walls and Ceilings |  |  |
| Electric Bi-Fold Door with Door Activated Entrance and Stepwell Lights |  |  |
| DVD Player, 2 Flip-Up TVs Located In Front and Mid Area (Include Screen Sizes) |  |  |
| AM/FM/CD Stereo, Front & Rear Speakers for Stereo and DVD Player |  |  |
| Flat Interior Passenger Area Flooring |  |  |
| Marine Grade 3/4" Plywood Floor with Urethane Foamed In Place Under-Floor Insulation |  |  |
| Black Rubber Floor Finish with Ribbed Surface In Walk Areas, Smooth Rubber Flooring Under Seating Area |  |  |
| Electrical Panel with Resettable Breakers |  |  |
| LED Interior Lights |  |  |
| OEM Front Heat & Air Conditioning, Duel Compressor System - 70,000 BTU's |  |  |
| Interior Height x Width x Overall Length (Feet) |  |  |

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| --- | --- | --- |
| Frame To Be Painted with Black Undercoating |  |  |
| Dash Insturments - Tachometer, Speedometer, Oil Pressure, Water Temperature, Volt Meter, and Fuel Gage |  |  |
| USB outlets, 1 per seat; 3 pronged 110v outlets for 2 seats at the front of the bus |  |  |
| Safety Back-Up Alarm, Installed |  |  |
| ***Additional Description of Bus and other options included:*** | | |
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**Attachment B – 29 Passenger Light Duty Bus**

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| **Attachment B - 29 Passenger Medium Duty Bus - Unit Specification / Description** | | |
| ***Respondent's Organization Name:*** | | |
| **Directions:** All Respondents are required to complete Appendix F. The University has provided a list of requested specifications. Respondents are to provide detailed information for scoring, at the University's sole discretion, of the Respondent's unit in comparison to the University's requested specifications. **All Respondents are required to fill out Respondents Specification in this spreadsheet AND provide detailed specifications informational documentation of item(s) submitted. Include, if available, view drawings of front, back, sides, top and interior.** | | |
| ***General Design & Construction Notes:*** | | |
| Safety: The chassis and body shall be designed and work performed by professional established firms. Respondent shall comply with all Federal and State of Maine regulations and requirements applicable to the design and manufacture of buses. | | |
| Driver Size & Comfort: Design criteria of bus for driver area shall be for all females from the 5th percentile to males of the 95th percentile, to be equally as comfortable in using all controls required to safely drive and maneuver the bus. All driver controls required shall comply with FMVSS 101. | | |
| Metal Rollover Frame, Cage-type Construction: The bus shall have a heavy-duty, unit-body structure. Respondent shall provide certification that proposed buses’ strength of frame shall comply with FMVSS 220 rollover protection test. | | |
| Buses shall be designed to withstand road shocks, stop and start operations, seasonal weather and road extremes and other conditions found in Northern Maine and throughout New England. On occasion Athletic Teams travel to as far as North Carolina, Heating/AC shall be sufficient to reflect wide variety of temperature extremes. The interior of the bus shall be a pleasant, aesthetically pleasing atmosphere. | | |
| The floor desk shall be a minimum of ¾” C/D plywood of marine grade material, shall have all cracks and voids filled and the whole surface rough sanded before installing the flooring material. A layer of sealer shall be installed between floor deck edges that butt against structural members and other deck sections to prevent dust and moisture intrusion. | | |
| ***University's Requested Specification*** | ***Meets Specification?***  ***Yes/No*** | ***Respondent's Specification*** |
| New Unit, Model Year 2022 or 2023 |  |  |
| F550 G-Force, Minimum 19,500 GVWR, preferred 23,500 GVWR |  |  |
| 6.8 Gasoline V10 Engine (include estimated MPG) |  |  |
| Include Axle Ratio |  |  |

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| Heavy-duty 6 Speed Automatic Transmission |  | | |  | | |
| Dual 200 + 155 AMP Alternator |  | | |  | | |
| Duel Wheel Rear Axle w/ Mor-Ryde Rear Suspension System |  | | |  | | |
| Power Steering with Tilt Adjustable Steering Column |  | | |  | | |
| LED / Halogen Bright White Headlights |  | | |  | | |
| Mirrors, West Cost Style |  | | |  | | |
| 40 / 50 Gallon Fuel Tank |  | | |  | | |
| Cruise Control |  | | |  | | |
| Metal Rollover Frame/Cage Type Structure, Integral Welded Steel Cage with Urethane Insulation |  | | |  | | |
| Exterior Height x Width x Overall Length (feet) |  | | |  | | |
| Passenger Windows, T-Slider, Privacy Glass |  | | |  | | |
| Dedicated Rear Luggage Area with Rear Door to Access Dedicated Rear Luggage Area |  | | |  | | |
| Rear Luggage Storage Capacity (Size & lbs.) |  | | |  | | |
| Rear Heavy-Duty Bumper |  | | |  | | |
| Manual Windows in Front / Driver & Right-Front Passenger |  | | |  | | |
| Passenger Seats - Cloth High Back, Reclining / Adjustable, Foldup Armrest, Lap Belts, with Side Sliders on all Applicable Rows | |  | | |  | | |
| Overhead Storage Racks with Individual Passenger LED Reading Lights | |  | | |  | | |
| Overhead Storage Racks Capacity (Size & lbs.) | |  | | |  | | |
| Auto-Cloth Installed On Interior Walls and Ceilings | |  | | |  | | |
| Electric Bi-Fold Door with Door Activated Entrance and Stepwell Lights | |  | | |  | | |
| DVD Player, 2 Flip-Up TVs Located In Front and Mid Area (Include Screen Sizes) | |  | | |  | | |
| AM/FM/CD Stereo, Front & Rear Speakers for Stereo and DVD Player | |  | | |  | | |
| Flat Interior Passenger Area Flooring | |  | | |  | | |
| Marine Grade 3/4" Plywood Floor with Urethane Foamed In Place Under-Floor Insulation | |  | | |  | | |
| Black Rubber Floor Finish with Ribbed Surface In Walk Areas, Smooth Rubber Flooring Under Seating Area | |  | | |  | | |
| Electrical Panel with Resettable Breakers | |  | | |  | | |
| LED Interior Lights | |  | | |  | | |
| OEM Front Heat & Air Conditioning, Duel Compressor System - 87,000 BTU's | |  | | |  | | |
| Interior Height x Width x Overall Length (Feet) | |  | | |  | | |
| Frame To Be Painted with Black Undercoating | |  | | |  | | |
| Dash Insturments - Tachometer, Speedometer, Oil Pressure, Water Temperature, Volt Meter, and Fuel Gage | | |  | | |  | | |
| USB outlets, 1 per seat; 3 pronged 110v outlets for 2 seats at the front of the bus | | |  | | |  | | |
| Safety Back-Up Alarm, Installed | | |  | | |  | | |
| ***Additional Description of Bus and other options included:*** | | | | | | | | |
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