



Administered by University of Maine System
Office of Strategic Procurement
Request for Qualifications (RFQ)

Autobody Repair/Vehicle Repair and
Maintenance

RFQ #2026-013

Issued Date: August 4, 2025

Response Deadline Date/Time: August 29, 2025

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line: Vehicle Service - RFQ#2026-013

Response Contact Information:

Email: UMSResponses@maine.edu Phone: (207) 581-2678

INSTRUCTIONS

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.

1.1.1 Section 1 - Response Cover Page

- 1.1.1.1 Insert Appendix A – University of Maine System Response Cover Page (Label this “Section 1”)
- 1.1.1.2 Insert Appendix B – Debarment, Performance and Non-Collusion Certification (Label this “Section 1”)

1.1.2 Section 2 – Submission Materials

- 1.1.2.1 Insert Appendix C – Submission Materials

Section 1

Appendix A – University of Maine System Response Cover Page

RFQ #2026-013

Vehicle Service

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. 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.
2. 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.
3. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
4. By submitting a response to this Request for Qualifications, or other offer to do business with the University your entity understands and agrees that:
 - a. The Agreement provisions in **Section 1.2.1** 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** 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.

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
RFQ #2026-013
Vehicle Service

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

Section 2

Appendix C – Submission Materials

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.

Submission Sections

1. Provide a statement describing your company to include name, number of employees, locations, and number of years in business.
2. Please provide your hourly rate sheet for services. Include any additional expenses such as travel and mileage rates.
3. Will you provide on-site repair services for our campuses? Please check locations that you will service.

Campus	Location	(Yes or No)
University of Maine	Orono, Maine	
University of Maine at Machias	Machias, Maine	
University of Maine at Augusta	Bangor, Maine Campus	
University of Maine at Augusta	Augusta, Maine Campus	
University of Maine at Farmington	Farmington, Maine	
University of Maine at Fort Kent	Fort Kent, Maine	
University of Maine at Presque Isle	Presque Isle, Maine	
University of Southern Maine	Portland Maine, Campus	
University of Southern Maine	Gorham, Maine Campus	

4. Do you offer transportation services? Please specify delivery cost, minimum order requirements and any other transportation related information.
5. Will you offer the University a discount on your list prices? If yes, please provide details.
6. What is your standard markup on parts?
7. Detail your return policy for parts. What is your restocking fee for returned parts?
8. Will you accept the University's standard [Purchase Order terms and conditions](#)?
9. Provide a primary point of contact for future sales and inquiries.
 - a. Name _____
 - b. Email _____
 - c. Phone _____