



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Proposal (RFP)

**SUBMISSION FORM PACKAGE**

Wheelchair Lift Equipment and Services  
RFP #2026-033

**Issued Date:** October 10, 2025

**Response Deadline Date/Time:** October 21, 2025, 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – JG: Wheelchair Lift Equipment & Services -  
RFP#2026-033

**Response Contact Information:**

Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)

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

### RFP # 2026-033 Wheelchair Lift Equipment & Services

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 Agreement obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Bid, 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 Agreement, 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

RFP # 2026-033  
Wheelchair Lift Equipment & Services

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 Agreements issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this Agreement 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 Agreement.
  - 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 # 2026-033  
Wheelchair Lift Equipment & Services

#### GENERAL INSTRUCTIONS:

**Directions** – Fill out all sections that is applies. Leave blank any that does not apply. Provide any / all-additional pricing requirements that is not listed below.

Complete all required tables provided in the **MS Excel Version** must be included in your final submission for all of these tables. For a copy of the excel version, email the contact provided on the cover page of this document.

1. **APPENDIX C, Campuses Supported:** Enter 'Yes or No' for the campus locations you are willing to provide services. Although this RFP is specific to the University of Maine at Farmington, Respondents willing can provide similar wheelchair lift products and services to other campuses within the University of Maine System.

Add information on your non-emergency and emergency support hours.

2. **APPENDIX C, Maintenance Labor & Travel Rates:** Provide rates for all labor classifications applicable Trade Service(s). Labor hourly rates shall be inclusive of all charges, including but not limited to, equipment if not specified otherwise, small tools, standard materials packages, and expendables. Regular working hours Monday to Friday shall be determined by and provided by each University's Department of Facilities Management. Provide rates for after hours, holiday, weekend work and emergency work. Provide travel rates for non-scheduled preventative maintenance call-ins.

3. **APPENDIX C, Equipment Cost & Installation:**

- a. Provide total cost of the replacement wheelchair lift.
- b. Provide installation and travel costs.
- c. Provide onsite facility staff training costs.
- d. This table is specifically for the University of Maine at Farmington's project.

## SECTION 3

### Appendix D1 – Evaluation Question(s) – Master Agreement

*This portion of the RFP contains special terms and conditions which will govern the resulting agreement, many of which are stated in RFP Section 1.2, with more detail in RFP Appendix D. Please indicate your acceptance for each special term by "X" in the Agree or Disagree column.*

*Should you take exception to any of these special terms and conditions you are required to note your exception directly below each of the respective terms in question. It should be noted that any exceptions may result in the disqualification of your proposal, lack of providing the required response or indicating terms will be negotiated post award will result in a zero (0) score for the Master Agreement evaluation criteria in RFP Section 2.1.1.*

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 2 Requirement: Term</b>				
Term		This Agreement shall commence on _____ and shall terminate on _____, unless terminated earlier as provided in this Contract with option for additional renewals upon the parties' mutual written agreement.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 4 Requirement: Termination</b>				
Termination		The <b>Agreement or a Services Engagement (Rider D)</b> 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 affected by delivery to the Agreement or 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 Agreement or shall not be reimbursed for any costs incurred after the effective date of termination.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 5 Requirement:</b> Obligations Upon Termination				
	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 Agreement or for all services performed to the effective date of termination subject to offset of sums owed by the Agreement or to the University.		
Respondent Exception:				

#	Language Reference (RFP Section 3.0)	Agreement Language / Requirement	Agree	Disagree
<b>Section 6 Requirement:</b> Agree to termination language that excludes option for termination for reasons of non-appropriation.				
	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.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 8 Requirement:</b> Modification				
	Modification	This Agreement may be modified or amended only in a writing signed by both parties.		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 10 Requirement:</b> Applicable Law				
	Applicable Law	This Agreement shall be governed and interpreted according to the laws of the State of Maine		
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
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<b>Section 13 Requirement: Indemnification</b>			
Indemnification	<p>The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. 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 subcontractors, in performing its obligations under this Contract, 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 Contract or based on any libelous or other unlawful matter contained in such data.</p> <p>This Agreement shall be governed and interpreted according to the laws of the State of Maine. This includes Maine Tort Claims Act (14 M.R.S.A. '8101, et seq.).</p>		
Respondent Exception:			

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 17 Requirement: Entire Agreement</b>				
Entire Agreement	<p>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 Contract 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.</p>			
Respondent Exception:				

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
<b>Section 21 Requirement: Confidentiality</b>				
Confidentiality	<p>The Agreement or shall comply with all laws and regulations relating to confidentiality and privacy including but not limited to any rules or regulations of</p>			

the University. The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of agreement, a respondent must accept that, to the extent required by the Maine FOAA, any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

Respondent Exception:

#	Language Reference	Agreement Language / Requirement	Agree	Disagree
Requirement: Rider B Insurance Requirements				
Respondent Exception:				



## SECTION 4

### Appendix E – 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	

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

## Appendix F – 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.

### Evaluation Question(s)

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 proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
2. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
3. Provide a statement indicating your firm's ability to meet the insurability requirements of Rider B-1 – Insurance Requirements. (Awarded Contractors will be required to provide a Certificate of Insurability listing the University of Maine System as a certificate holder.)
4. Provide your requirements for on call after hour services.
5. Provide proof of certified installer and maintenance provider for the equipment and services, if applicable.
6. Provide a response to the specifications and scope of work in the table below:

Category	Description	Respondent Response (enter one) Yes / Partial / No	Respondent's Comments
Regulatory Requirements	Your wheelchair lift solutions will meet <b>Federal:</b> The <i>Americans with Disabilities Act (ADA)</i> sets national standards for accessibility, including requirements for wheelchair lifts in public buildings.		
	Your wheelchair lift solutions will meet <b>State:</b> Maine enforces the <i>Maine Human Rights Act</i> and the <i>Maine Uniform Building and Energy Code (MUBEC)</i> , which align with and sometimes exceed ADA standards.		
	Your wheelchair lift solutions will meet <b>Local:</b> Municipalities may have additional building codes or enforcement policies. It's essential to consult the local code enforcement officer for site-specific requirements.		
Wheelchair Lift Specifications	<b>Platform Size:</b> Minimum 36" x 60" clear floor space.		
	<b>Weight Capacity:</b> At least 750 lbs for powered wheelchairs.		
	<b>Vertical Travel:</b> Must accommodate the elevation change (47 inch) between floors or entry points.		
	<b>Controls:</b> Easy-to-use, accessible controls with tactile and visual indicators.		
	<b>Safety Features:</b> Emergency stop button Non-slip surface		

	Guardrails or barriers Backup power or manual lowering system		
	<b>Landing Requirements:</b> Adequate space at top and bottom landings for maneuvering.		
	<b>Signage:</b> Clear, visible signs indicating lift location and usage instructions.		
	<b>Controls:</b> Easy-to-use, accessible controls with tactile and visual indicators.		
	<b>Additional Specifications:</b> Closed in unit and we want a site visit prior to order being placed.		
<b>Installation &amp; Design Considerations</b>	<b>Structural Feasibility:</b> The site must support the lift's installation without compromising accessibility elsewhere.		
	<b>Permits &amp; Inspections:</b> Required through the State Fire Marshal's Office and possibly local authorities.		
	<b>Maintenance:</b> Regular inspections and servicing to ensure continued compliance and safety.		