

WASHINGTON COUNTY COMMUNITY COLLEGE
ONE COLLEGE ROAD
CALAIS ME 04619
PHONE: (207) 454-1023, FAX: (207) 454-1026

I. GENERAL INFORMATION:

Washington County Community College (hereinafter "WCCC"), is requesting proposals for electrician services limited to electrical repair and maintenance work as needed by the College for the next fiscal year starting July 1, 2024 and ending June 30, 2025. Services include minor repairs and regular maintenance of current electrical systems. Major projects will require the College to follow purchasing standards that involve solicitation of bids from a number of contractors. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

II. SUBMISSION REQUIREMENTS:

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, ME 04619.

Closing Date/Time: Wednesday, May 8, 2024 at 9 a.m.

B. BIDS MAY BE FAXED TO: (207)454-1026, Attn: A. Macdonald. Faxed bids must be completely received by deadline specified above. (NOTICE: Our fax machine is consistently busy. Any vendor using this means for sending bids is solely responsible for the complete and timely receipt of all pages. If our fax machine is busy or out of service at the time you are trying to send in your bid and the bid is late, it will not be considered.)

OR E-MAIL:

amacdonald@wccc.me.edu

Subject: Quotation #WC2109-25

OR MAILED:

Washington County Community College
One College Drive
Calais, Maine 04619
Attention: A. Macdonald, Business Office
Enclosed: Quotation #WC2109-25

III. METHOD OF AWARD:

A. Washington County Community College reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC. In making an award, intangible factors such as the firm's past performance, integrity, reputation, and ability to meet the requirements of the bid specifications are taken into consideration. In the case of tie bids, the bid that was received first will be awarded the bid.

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IV. VARIATIONS/ALTERNATIVE SPECIFICATIONS:

Specifications given are used to indicate the quality and characteristics of products and/or services that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications for any product submitted as "equal" or "alternative."

V. BID PROPOSAL AMOUNT:

The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, ME.

Specifications

1. Vendor is to assure that all work performed meets state, federal, and OSHA guideline and codes, as applicable.
2. The Vendor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Vendor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.
3. Vendor is responsible for clean-up and disposal of all debris from site, as well as returning the site to its original condition.
4. No single job can exceed \$999.00.
5. Work of Emergency nature may be exempt from this contract if the College chooses on a case-by-case basis.
6. Any weekend or off-hours work must be approved prior to work being performed.
7. **Invoices** must be itemized showing:
 - Complete service description including building name (or street address of location of work), as well as diagrams of the work performed.
 - Day/date of service.
 - Location of service (street address, building name, department name, etc.).
 - List of workers, by classification, number of hours worked and hourly rate.
 - Prices per the Contract, itemized so that the service and cost of the service can be identified by an auditor, as being a part of this Contract.
 - Attachments required for time and material service.
 - Material and equipment rental charges actual cost to vendor so that markup per contract can be determined.

8. Vendor must submit invoices on a per job basis.
9. **Regular Hourly Wage Rates:** Only actual hours worked (no minimum billings allowed and portal to portal charges not allowed) of any producing Electrician and Electrician Helper engaged in services on the jobs shall be considered in computing the labor hours. Time of nonproductive workers shall not be included in computing the labor hours.
10. **Overtime Hourly Wage Rates:** Overtime rates shall be billed only if prior approval from the Ordering Department was granted.
11. **Ordering Work:** Vendor shall proceed with work only when directed or authorized by Richard Ramsey or another designated representative of the College.
12. **Reporting to Job Site:**
 - Employee Identification: All Vendor's employees shall, while performing work on College premises, wear a clearly displayed (at shirt pocket height) photo identification badge, provided by the Vendor at the Vendor's expense, showing they are employees of the Vendor.
 - When a job start date and time has been determined with the Vendor, the Vendor shall be on the job site with adequate tools, be mobilized and ready to perform work at the agreed upon time and date immediately upon arrival.
 - Prior to the beginning of any individual job, the Vendor representative(s) shall make their presence known to Richard Ramsey or another designated representative of the College. Vendor shall notify the same representative when work is completed, and they are vacating job site.
13. **Performance: Work Standards:** Vendor shall provide all materials and Electrician and Electricians shall perform all work in compliance with:
 - Other applicable National Fire Protection Association codes
 - The National Electrical Safety Code, and
 - Present manufacturing standards including the National Electrical Manufacturers Association (NEMA).
 - Vendor shall always have under their employ at least one employee who holds (and maintains) a State of Maine Master Electrician License. Vendors Electrician and Electrician's helpers shall perform their work under the direction of a State of Maine Certified Master Electrician.
 - Vendor shall have in its employ, or under its control, sufficient qualified and competent Electrician and Electrician's Helper who will install complete systems, pull wire, install fiber optic and coaxial cable, terminate voice and data cabling, install electrical boxes and electric service to work areas, troubleshoot electrical failures in equipment and systems, and perform other work as required.

- The Vendor shall employ only such workers as are skilled in the tasks to which they are assigned. The College reserves the right to require the Vendor to remove and/or not to assign any employee including: Electricians and Electricians Helpers the College deems incompetent, careless, insubordinate, or otherwise objectionable to working on College jobs.
- Vendor shall perform work in College buildings and outside areas as directed, and shall perform work promptly and in accordance with a schedule or work program, as approved by the Owner Representative.
- Vendors shall provide, at Vendor's expense, all tools of the trade and equipment necessary to perform the work to College specifications.
- Vendor shall ensure that all installations shall be concealed or surface mounted and be consistent with existing conditions. Any variations of these conditions must be approved by Owner Representative prior to the work being started.
- Sealing and Fire stopping: The Vendor shall be responsible for all sealing and fire stopping of sleeves and openings between conduits, cable trays, wire ways, troughs, cable bus, bus duct, etc., and structural or partition opening. The Vendor shall use products that have a rating of not less than the rating of the wall or floor that was penetrated. Vendor shall use any combination of materials necessary to provide a UL listed system for each fire stopping system required under this Contract. Vendor shall only use workers skilled in such work to do the sealing and fire stopping. Sealant used must be of a material that can be painted where applicable.
- If required, Vendor shall move equipment and/or furniture to perform work.
- Vendor shall provide data, voice, fiber optic and coaxial cabling test results to meet Electronic Industries Association/Telecommunications Industry Association standards and standards set in the Telecommunications Guidelines for Structured Building Wiring Systems.
- Any equipment, tools or materials owned by the Vendor left on the job site are the Vendors responsibility. The College does not take any responsibility for these items and their safety.

14. **Subcontracting:** Will not be allowed

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys’ fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine’s Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS’ recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor’s terms prevailing over MCCS’ standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS 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 standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
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 MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

BID SUBMISSION SHEET

Please note all bidders are to use this page to submit bid.

Licensed Electrician (Regular time)	\$	/hour
Electrician Helper (Regular time)	\$	/hour
Licensed Electrician (Overtime after 5pm rate)	\$	/hour
Electrician Helper (Overtime after 5pm rate)	\$	/hour
Communications Equip Installer (Regular time)	\$	/hour
Communications Equip Installer (Overtime after 5pm rate)	\$	/hour
Maximum Response time		
Equipment Rental Mark up		%
Material Mark Up		%

The bid will be determined using your bid amount above times an estimate of 850 hours of Licensed Electrician and 50 hours of Electrician Helper work, as well as estimated material costs of \$15,000.

Submitted by, _____

Company Name _____

Contact Name _____

Phone Number _____

Email: _____

Signature: _____

Date: _____