

PROPOSAL

Washington County Community College, hereinafter referred to as WCCC, is requesting proposals from qualified vendors for the purchase of a medication dispensation system for use in our nursing program. 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.

PROJECT DESCRIPTION

WCCC is requesting proposals for a medication dispensation system for use in our nursing program that meets the following minimum requirements:

Complete centralized and closed loop system including secure cabinet, electrically secure drawers, computer with touchscreen monitor, label printer, inventory management software using barcodes, biometric fingerprint scanner, installation and 2-year service plan that is suitable for educational use in classroom, training, and simulation settings.

System should have at least 5 predetermined patient profiles and integrated drug library for simulation. System should electronically track medications, especially controlled substances. System should be standalone and not require any network connections.

Project Timeline:

Shipped by June 29, 2024

Other Information:

Please contact Cletus Stoflet, Dean of Finance, at (207) 454-1021 with questions.

SUBMISSION REQUIREMENTS

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

Closing Date/Time: March 28, 2024 5pm

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2435
Attention: Cletus Stoflet, Dean of Finance

Alternatively, quotes may be emailed to cstoflet@wccc.me.edu by 5:00 p.m. March 28, 2024

C. Insurance: The Contractor 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). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

D. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products 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, specifications sheets, and warranty information for all products submitted for consideration.

E. Bid Proposal Amount: The bid proposal amount shall be the total price for six units, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

F. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guidelines and codes, as applicable. As well as the following Bid Notices.

BID SUBMISSION FORM

Bidder Information	
Company Name	
Contact Name	
Phone Number	
Email	

BID SUBMISSION FORM (continued)

ITEM NO.	DESCRIPTION	Bid Amounts
1	Medication dispensation system cabinet and drawers	
2	Computer, monitor, and printer, if not included above	
3	Inventory management software, simulation profiles, and drug library if not included above	
4	Freight if not included above	
5	2 year service plan if not included above	
	TOTAL PROPOSED PRICE FOR PROJECT	

ATTACHMENT A

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, 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; and
9. Automatic renewals for term(s) greater than month-to-month.

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 M CCS 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 M CCS any contractual documents of any kind that are not in at least 11-point font 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 M CCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless M CCS in any and all legal actions that seek to compel M CCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between M CCS and your entity.