

PROPOSAL

Washington County Community College (WCCC) is requesting proposals from qualified vendors for the removal and replacement of stair tread coverings on the interior stairway connecting the upper and lower levels of the designated building on campus. Due to the nature of the project, a *mandatory site walk-through* is required for all prospective bidders in order to receive full project specifications. Due to budget constraints, WCCC reserves the right to reject any or all proposals. Additionally, the College is not obligated to accept the lowest bid if it is determined that another proposal better serves the interests of WCCC.

Project Description/ Bid Submission Sheet:

The project includes:

- Full replacement of existing stair tread covers on the stairway from the upper level to the lower level.
- Installation of new stair tread covers, including the full landing halfway down the stair system.
- This installation differs from simply replacing existing treads and may require additional preparation and fitting.
- All work areas must be swept and cleaned upon completion.
- Tread covers should be **gray in color**, similar to the existing shade.
- Contractors must have verifiable experience with floor-covering installation and stair tread products.

Additional details, measurements, and access information will be provided during the **mandatory walk-through**.

Mandatory Site Walk-Through

A site visit is required for all bidders to submit a qualified proposal. Failure to attend a site walk-through will disqualify bidders from consideration.

Site Walk Contact:

Richard Ramsey, Facilities Manager

Phone: 207-214-4806

Please call and schedule a walk through.

Project Timeline:

To be completed between December 22 – January 11

REQUEST FOR QUOTATION WC2604
WASHINGTON COUNTY COMMUNITY COLLEGE
ONE COLLEGE DRIVE, CALAIS, ME
PHONE: (207) 454-1023, FAX (207) 454-1026

11/17/2025

Bid Submission:

Total Cost _____

Bid sheet submitted by: _____

Phone: _____

Email: _____

SUBMISSION REQUIREMENTS

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

Closing Date/Time: Monday, December 8, 2025 at 12 pm

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 #WC2604

Attention: Ashley Macdonald, Manager of Financial Services

Alternatively, quotes may be emailed to amacdonald@maineccc.edu by 12:00 p.m. December 8, 2025

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.

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 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 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 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.