



PROPOSAL

Washington County Community College (WCCC) is requesting quotations for the installation of luxury vinyl plank flooring and vinyl cove base on the upper level of St. Croix Hall, including the elevator area. The scope of work includes, but is not limited to, removal of existing tile flooring and carpet; preparation of the underlying surfaces; installation of luxury vinyl plank flooring; installation of vinyl cove base; and move furniture as needed to complete the required work.

Due to budget constraints the college reserves the right to refuse any and all proposals. The College also reserves the right to reject any or all bids and is not obligated to accept the lowest bid if doing so is not in the best interest of Washington County Community College.

Project Description/Scope of Work

1. Demolition

Remove and properly dispose of the existing VFT flooring and carpet in the elevator and adjacent areas.

2. Floor Preparation

Clean, prepare, patch, and level underlying floor surfaces to ensure they are suitable for new flooring installation.

3. Tile Installation

Provide and install Au Natural Tribute Series luxury vinyl plank flooring in designated areas on the upper level of St. Croix Hall, color Wheatfields, in accordance with manufacturer specifications. Install 4-inch vinyl cove base in Beige, including all required corners and terminations.

4. Finishing Work

Upon completion of the flooring installation, install 4-inch vinyl cove base along all walls to ensure a clean and finished appearance.

5. Debris Disposal

Remove and dispose of all project-related debris utilizing the on-site roll-off container as designated by the College.

6. Approximate Flooring - 1600 Square Feet

Project Completion Date

All work can start Tuesday, May 26, 2026, and must be completed no later than Friday, August 14, 2026.



Site Visit

A site visit is required. Please contact Richard Ramsey, Manager of Facilities, at (207) 214-4806 with any questions. **Mandatory Site Visit: Scheduled for Friday, March 6, 2026, at 12NOON**

Submission of Bids

The proposal, which must be signed by a person having proper authority to legally obligate the offering of the company, along with any additional supporting materials, must be received no later than **3p.m. (ET) Friday, March 20, 2026.**

All proposals are to be marked “WC2610 SCH Flooring” and mailed to:

Ashley Macdonald, Manager of Financial Services

Washington County Community College

One College Drive

Calais, ME 04619

Proposals may also be emailed to: amacdonald@mainecc.edu, with the subject line “WC2610 SCH Flooring”.



Bid Submission:

Total Cost _____

Bid sheet submitted by: _____

Phone: _____

Email: _____

Notes: _____



SUBMISSION REQUIREMENTS

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

Closing Date/Time: Monday, March 20, 2026 at 3 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 #WC2610

Attention: Ashley Macdonald, Manager of Financial Services

Alternatively, quotes may be emailed to amacdonald@mainecc.edu by 3:00 p.m. March 20, 2026

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

WASHINGTON COUNTY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 454-1000



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.