



Request for Proposal Apartment #7 Remodel WC-2704

This is Not an Order

Administered by:

Washington County Community College
1 College Dr.
Calais, ME 04619

Apartment #7 Remodel

Issued Date:

July 7, 2026

Response Deadline Date/Time

July 31, 2026 at 2:00 PM

Response Contact Information:

Manager of Facilities: Richard Ramsey
Email: rramsey@maineccc.edu
Phone: (207) 214-4806

Response Submission Information

Mail to: Ashley Macdonald
Manager of Financial Services
1 College Dr
Calais, ME 04619

Electronic Submissions to amacdonald@maineccc.edu

Subject Line: WC2704-Apartment 7 Remodel

Competitive Bid
Apartment #7 Remodel

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Request for Proposal Apartment #7 Remodel

1.0 Introduction

Washington County Community College (WCCC) is soliciting bids remodel Apartment #. This remodel will include window and door replacements, kitchen and bathroom upgrades, interior repairs and finishes, and exterior siding replacement.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. WCCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

2.0 Background

Washington County Community College is a member of the Maine Community College System serving Washington County and surrounding communities.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	July 7, 2026	
Mandatory Site Walkthrough	July 24, 2026	2:00 P.M. ET
Proposals Due On	July 31, 2026	2:00 P.M. ET
Award Decision & Notification	August 4, 2026	

4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. WCCC reserves the right to accept or reject any and all bids in part

or in whole

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than July 31, 2026 by 2:00 P.M. (ET).**

All proposals are to be marked “WC2704 Apartment#7 Remodel” and mailed to:

Ashley Macdonald
Manager of Financial Services
Washington County Community College
1 College Dr. 04619

Proposals may also be e-mailed to: amacdonald@maineccc.edu with the subject line “WC2704 Apartment #7 Remodel

6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

6.1 Scope

Remodel of Apartment #7 to include window and door replacements, kitchen and bathroom upgrades, interior repairs and finishes, and exterior siding replacement.

6.2 Specifications

1.) Windows:

- Install new cottage-style Mathews Brothers windows with solid center sash:
 - Kitchen – 1
 - Living Room – 1
 - Total: 2 new-installation windows
- Install new single-hung Mathews Brothers window in Bedroom A:
 - Total: 1 new-installation window
- Install replacement-style single-hung Mathews Brothers windows in:
 - Bedroom B – 1
 - Bedroom C – 1
 - Total: 2 replacement windows

2.) Doors:

- Install new steel entry door with:
 - Metal frame

- Mortise lockset preparation
- Threshold included
- Install new solid-core wood bedroom doors with:
 - Metal frames
 - Door handles
 - Total: 3 doors
- Install new accordion-style door separating:
 - Bathroom toilet area from sink area

3.) Kitchen:

- Install new kitchen cabinets and countertops:
 - Full wall-to-wall layout
 - Between appliances
 - Additional cabinetry on adjacent wall
 - Cabinet specification:
 - ANTRA OMNI Kitchen Cabinets
 - Beachwood color
- Install new single-bowl stainless steel kitchen sink
- Relocate refrigerator and stove to adjacent wall space:
 - Appliances to be positioned on opposite side of kitchen
 - Install 15" base cabinet and wall cabinet between appliances as well as well as a 30 cabinet above the range for vent installation.
- Include countertop, range vent, and vent cabinet

4.) Bathroom:

- Install new vanity sinks and countertops:
 - Vanity sinks: 2
 - Countertops: 1
 - Front horizontal support included

5.) Interior Repairs and Finishes:

- Repair and paint all walls
- Repair and paint ceiling grids
- Replace all ceiling tiles
- Remove all wood paneling as required
- Prep and paint walls after paneling removal

6.) Exterior

- Replace siding on walls at apartment entrance

7.) Project Schedule

- Start Date: December 22, 2026
- Completion Date: April 10, 2027

7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list WCCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law. Failure to provide insurance documentation may result in the bid being deemed non-responsive.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Richard Ramsey, Manager of Facilities
Apartment #7 Remodel
Washington County Community College
1 College Dr.
Calais, ME 04619

or via email at r Ramsey@maineccc.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- a. Technical ability to meet the outlined specifications
- b. Specification match and variations
- c. Added value features of proposal
- d. Past performance and references
- e. Cost of base proposal
- f. Rates for additional labor and equipment
- g. Price of additional services

10.0 Preparation of Bids

WCCC seeks the proposal that meets the specifications noted in this RFP. WCCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions
- Certificate of Insurance

11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

WCCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. WCCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

12.0 Taxation and Compliance

Maine Community College System d/b/a Washington County Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

13.0 Prohibited Terms and Conditions

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 MCCC's 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 MCCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCC 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 MCCC 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 MCCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCC in any and all legal actions that seek to compel MCCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCC and your entity.