



Request for Proposal

Heavy Equipment Maintenance & Repair

WC-2705

This is Not an Order

Administered by:
Washington County Community College
1 College Dr.
Calais, ME 04619

Heavy Equipment Maintenance & Repair

Issued Date:
June 26, 2026

Response Deadline Date/Time
July 15, 2026 at 1:00 PM

Response Contact Information:
Manager of Financial Services: Ashley Macdonald
Email: amacdonald@maineccc.edu
Phone: (207) 454-1023

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: WC2705-Heavy Equipment Maintenance

Competitive Bid
Heavy Equipment Maintenance & Repair

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Request for Proposal Heavy Equipment Maintenance & Repair

1.0 Introduction

Washington County Community College (WCCC) is soliciting proposals from qualified contractors to provide as-needed repair, maintenance, diagnostic, and related services for the College's heavy equipment fleet and associated equipment used in educational and operational activities.

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	June 26, 2026	
Proposals Due On	July 15, 2026	1:00 P.M. ET
Award Decision & Notification	July 17, 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 15, 2026 by 1:00 P.M. (ET).**

All proposals are to be marked “WC2705 Heavy Equipment Maintenance” 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 “WC2705 Heavy Equipment Maintenance

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

The contractor shall provide diagnostic, maintenance, repair, and emergency services for heavy equipment owned and operated by Washington County Community College. Services shall be provided on an as-needed basis throughout the contract term.

The College anticipates awarding a **one-year contract** with the option to renew annually for up to four (4) additional one-year periods.

6.2 Specifications

1.) Equipment Covered

Equipment may include, but is not limited to:

- Class 7 and Class 8 heavy trucks, including tractor-trailers, vocational trucks, and dump trucks
- Dozers
- Excavators
- Backhoes
- Loaders
- School Buses
- Utility equipment
- Trailers
- Support equipment
- Future equipment acquisitions during the contract period

2.) Services Required:

- Mechanical Repairs
 - Diesel engine diagnostics and repair
 - Fuel system diagnostics and repair
 - Hydraulic system repairs
 - Brake system repairs
 - Steering and suspension repairs
 - Drivetrain repairs
 - Cooling system repairs
 - Exhaust system repairs
 - Electrical diagnostics and repair
- Preventative Maintenance
 - Scheduled maintenance
 - Fluid and filter changes
 - Inspections
 - Safety inspections
 - Seasonal maintenance
- Field Service
 - On-site diagnostics and repairs
 - Emergency service calls
 - Mobile repair capability
- Fabrication and Miscellaneous Services
 - Welding and fabrication
 - Glass replacement
 - Hose fabrication and replacement
 - Minor body repairs

The contractor shall provide repair and maintenance services on an as-needed basis. Services may be performed on-site at Washington County Community College, at the Moosehorn Pit, at the contractor's facility, or at another mutually agreed upon location, depending on the nature of the repair. The contractor shall indicate its capability to provide mobile field service and emergency response.

3.) Current Known Repairs

- Western Star (Moosehorn Pit)
 - Diagnose and repair fuel system failure.
 - Potential causes include fuel pump, fuel pressure regulator, filter housing regulator, check valve, or fuel shutoff solenoids.
- Ford L9000
 - Repair exhaust leak at flex pipe/down pipe connection.
- Komatsu Dozer
 - Flush fuel tank and fuel system due to contamination.

- Caterpillar 410 Backhoe Loader
 - Replace rear glass window.

The College makes no guarantee regarding the quantity or type of repairs required.

4.) Pricing Requirements

Service	Rate
Diesel Technician	\$ ____/hour
Heavy Equipment Mechanic	\$ ____/hour
Helper/Laborer	\$ ____/hour
Field Service Technician	\$ ____/hour
Emergency Service	\$ ____/hour
Mileage/Travel	\$ ____
Equipment Transport	\$ ____
Shop Supplies	____%
Parts Markup	____%
Diagnostic Rate	\$ ____/hour

Emergency Response Time: _____

Standard Response Time: _____

Mobile Field Service Available: Yes/No

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:

Ashley Macdonald, Manager of Financial Services
Heavy Equipment Service and Repair
Washington County Community College
1 College Dr.

Calais, ME 04619

or via email at amacdonald@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, waive any informalities and technicalities, solicit and re-advertise for new proposals, or abandon the project in its entirety.

The College reserves the right to award to the proposer who, in the opinion of the College, provides the best value and is most advantageous to the College.

Proposals will be evaluated based upon, but not limited to, the following criteria:

- a. Experience with heavy equipment repair and maintenance
- b. Qualifications of technicians and staff
- c. Ability to provide field service and emergency response
- d. Response times and availability
- e. Past performance and references
- f. Pricing structure and overall value
- g. Availability of parts and equipment
- h. Additional services or capabilities offered

Washington County Community College reserves the right to award contracts to one or more vendors if determined to be in the best interest of the College.

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 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.

ATTACHMENT A
BID SUBMISSION SHEET
WC-2705 Heavy Equipment Maintenance & Repair

Contractor Name: _____
Address: _____
Contact Person: _____
Phone: _____
Email: _____

Labor Rates

Service	Regular Rate
Diesel Technician	\$ _____/hour
Heavy Equipment Mechanic,	\$ _____/hour
Helper/Laborer,	\$ _____/hour
Field Service Technician,	\$ _____/hour
Diagnostic Technician,	\$ _____/hour
Emergency/After Hours Service,	\$ _____/hour

Travel and Transportation

Service	Rate
Mileage Charge	\$ _____/mile
Travel Charge	\$ _____/trip
Equipment Transportation	\$ _____/hour
Equipment Transportation	\$ _____/trip

Materials and Miscellaneous

Service, Rate	
Parts Markup	_____ %
Shop Supplies	_____ %
Equipment Rental Markup	_____ %

Service Capabilities

Emergency Response Time: _____
Standard Response Time: _____
Mobile Field Service Available: ☐ Yes ☐ No
Service Area: _____
References

Certification

The undersigned certifies that they are authorized to submit this proposal on behalf of the company named herein and that the information provided is true and complete.

Company: _____
Authorized Signature: _____
Printed Name: _____
Title: _____
Date: _____