



Request for Proposal Motor Control Center WC-2710

This is Not an Order

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

Motor Control Center

Issued Date:
August 28, 2026

Response Deadline Date/Time
September 18, 2026 at 1:00 PM

Response Contact Information:
Tim James
Email: tjames@mainecc.edu
Phone: (207) 454-1071

Response Submission Information
Mail to: Ashley Macdonald
Manager of Financial Services
1 College Dr
Calais, ME 04619
Electronic Submissions to amacdonald@mainecc.edu
Subject Line: WC2710- Motor Control Center

**Request for Proposal
Motor Control Center**

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Request for Proposal Motor Control Center

1.0 Introduction

Washington County Community College (WCCC) is soliciting competitive bids from qualified vendors for one complete Motor Control Center (MCC) educational training system for instructional use. The system will support hands-on instruction in modern commercial and industrial motor control, electrical measurement, wiring, troubleshooting, networking, and PLC-related applications.

The specifications are intended to describe WCCC's minimum functional and physical needs and are not intended to restrict competition to a particular manufacturer, proprietary design, or model. Equivalent equipment and alternative component manufacturers will be considered when the bidder demonstrates that the proposed system meets or exceeds all stated requirements, including the mandatory physical configuration and power-feed location required by the College's existing electrical laboratory.

A detailed explanation of the scope and specifications is contained in Section 6.0, Specifications. Preference will be given to proposals conforming to the specifications provided; however, equivalent 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	August 28, 2026	
Questions Due	September 15, 2026	1:00 P.M. ET
Proposals Due On	September 18, 2026	1:00 P.M. ET
Award Decision & Notification	September 22, 2026	

WCCC reserves the right to modify the schedule through written addenda.

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 bid must be signed by a person having proper authority to legally obligate the offering company and must be received by the date and time stated on the cover page.

All proposals are to be marked "WC2710 Motor Control Center" 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@mainecc.edu with the subject line "WC2710-Motor Control Centeramacdonald@mainecc.edu"

6.0 Specifications

The specifications set forth in this Request for Proposal represent the College's minimum requirements and are provided for the purpose of allowing the College to compare proposals. Any proposed deviations, substitutions, or alternative configurations must be clearly identified in the bidder's proposal and are subject to approval by the College.

6.1 Scope

The successful bidder shall furnish one complete Motor Control Center educational training system, including the MCC structures, motor starters and controls, networking components, protective devices, wiring, documentation, delivery, and other components identified in the bidder's proposal. The system shall be suitable for hands-on instructional use and shall be delivered as a complete operational package.

6.2 Specifications

Requirement	Minimum Specification
General System	Complete Motor Control Center (MCC) educational training system representative of equipment currently used in modern commercial and industrial applications.
Physical Configuration	Four vertical MCC structures. The structures shall be capable of being separated into two sections to permit movement and installation into the College's existing electrical laboratory. This configuration is required due to access constraints.
Main Lug Location	Main lug opening shall be located at the top of the far-right cabinet/vertical section when viewed

	from the front of the assembled MCC. This location is required by the existing laboratory layout and power-feed location.
Electrical Measurement / Safety	Provide components and accessible points suitable for instruction in lockout/tagout (LO/TO), voltage, current, resistance, and power measurement.
Motor Starters	Provide multiple motor starters to support hands-on student instruction, including at minimum four NEMA Size 1 motor starters, one NEMA Size 1 forward/reversing starter, and one NEMA Size 3 motor starter.
Ethernet / Networking	Provide Ethernet/network communication capability integrated with the motor-control system.
PLC Integration	Capable of communicating and/or interfacing with WCCC's existing Electromechanical Technology PLC instructional equipment and network. Bidder shall identify supported industrial communication protocols and any required interface hardware/software.
Student Access	Components and wiring shall be accessible for student wiring, testing, troubleshooting, and instructional exercises.
Protection / Controls	Include appropriate disconnecting means, overcurrent protection, control components, terminal points, and manufacturer-standard safety features suitable for instructional operation.
Electrical Ratings	Bidder shall identify system voltage, phase, amperage, short-circuit rating, control voltage, enclosure/construction type, and all electrical/network requirements.
Documentation	Provide complete electrical schematics, wiring diagrams, component documentation, operating information, and technical documentation necessary for instructional use and maintenance.
Delivery / Installation	Include delivery to WCCC in Calais, Maine. Identify unloading, placement, assembly, electrical connection, commissioning, and start-up services included and any work required of WCCC or other trades.
Completeness	Identify any equipment, components, software, licenses, accessories, or services necessary for full instructional operation that are not included in the proposed price.

6.3 Equivalent Equipment / Alternatives

Equivalent products and alternative component manufacturers are acceptable provided the complete proposed system meets or exceeds every minimum functional and physical requirement. The four-vertical configuration, ability to separate the equipment into two sections, and required top far-right main-lug opening are mandatory site requirements.

6.4 Delivery, Installation, Commissioning, and Training

- Include delivery/freight to Washington County Community College, Calais, Maine, or clearly state freight as a separate cost.
- State whether unloading, placement, assembly, electrical connection, start-up, and commissioning are included in the base bid.
- Identify all site preparation, utility connections, network connections, or work to be completed by WCCC or other trades before installation.
- Following installation, the system shall be tested to verify proper operation.
- Describe any initial instructor training included, covering safe operation, motor controls, networking/communications, troubleshooting, and routine maintenance.
- State the number of training hours/days included and whether training is on-site, remote, or a combination.

6.5 Warranty, Support, and Documentation

- Provide the manufacturer's standard warranty and identify warranty duration and coverage.
- Describe technical support availability and field-service options.

- Identify recommended preventive maintenance and routine service requirements.
- Provide electrical schematics, wiring diagrams, operating, maintenance, safety, and network/communications documentation.
- Identify expected availability of replacement parts and components.

7.0 Contractor's Insurance

If the successful bidder will perform delivery, installation, commissioning, training, or other work on College property, the bidder shall maintain applicable insurance throughout the performance of that work. A Certificate of Insurance shall be provided upon request and, when required by the College, shall accompany the bid.

- Commercial General Liability: not less than \$1,000,000 per occurrence; WCCC to be listed as an additional insured when applicable.
- Automobile Liability: \$1,000,000 combined single limit when vehicles are used in performance of the work.
- Workers' Compensation: statutory limits as required by law.

Failure to provide required 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. All requests for interpretation or clarification shall be submitted in writing no later than September 15, 2026 at 1:00 P.M. ET to:

Tim James
Motor Control Center
Washington County Community College
1 College Dr.
Calais, ME 04619

or via email at jmumme@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.

Evaluation considerations may include:

- Technical ability of the proposed Motor Control Center to meet all minimum specifications and mandatory site requirements.

- Specification match, clearly identified variations, and suitability for hands-on electrical and motor-control instruction.
- Completeness of the proposed system and identification of exclusions or owner-furnished requirements.
- Total base bid cost and other required costs.
- Delivery, installation, electrical connection, and facility requirements.
- Training, warranty, technical support, parts availability, and serviceability.
- Delivery schedule.
- Vendor experience and past performance.
- Added-value features that are relevant to the College's instructional needs.

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 bidder should include the following with its submission:

- Completed and signed Attachment A - Bid Submission Form.
- Completed Attachment B - Technical Compliance Form.
- Manufacturer and model/series of the proposed Motor Control Center and major components.
- Complete technical specifications and product literature.
- Detailed list of included MCC structures, starters, controls, networking components, protective devices, accessories, software/licenses, documentation, and services.
- Detailed list of exclusions, assumptions, and equipment/facility work required for operation that is not included.
- Site preparation and utility requirements.
- Delivery lead time and estimated installation/commissioning schedule.
- Training description.
- Warranty and support terms.
- Itemized pricing and total delivered/installed price.
- Recommended optional equipment or accessories priced separately.
- Insurance documentation as applicable.
- The bidder shall include with the bid any terms and conditions specific to its proposal.

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 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.

ATTACHMENT A - BID SUBMISSION FORM

Company Name: _____

Address: _____

Contact Person: _____

Email: _____

Phone: _____

Manufacturer / MCC Series Proposed: _____

Item	Description	Included?	Price
1	Complete Motor Control Center educational training system and required components	Yes / No	\$
2	Delivery / Freight	Yes / No	\$
3	Unloading / Placement / Assembly / Commissioning	Yes / No	\$
4	Initial Instructor Training	Yes / No	\$
5	Other Required Costs - describe below	Yes / No	\$
	TOTAL BASE BID		\$

Estimated Delivery Lead Time: _____

Warranty: _____

Exceptions / Exclusions: _____

Authorized Representative: _____

Title: _____

Authorized Signature: _____

Date: _____

ATTACHMENT B - TECHNICAL COMPLIANCE FORM

For each requirement, indicate whether the proposed system complies. Describe any variation or alternative in the final column.

Requirement	Minimum	Complies?	Proposed Specification / Variation
Four vertical structures	Required	Yes / No	
Separates into two sections for lab access	Required	Yes / No	
Main lug opening at top of far-right cabinet	Required	Yes / No	
LO/TO, voltage, current, resistance, and power instructional capability	Required	Yes / No	
Four NEMA Size 1 motor starters	Minimum	Yes / No	
One NEMA Size 1 forward/reversing starter	Minimum	Yes / No	
One NEMA Size 3 motor starter	Minimum	Yes / No	
Ethernet/network communication with motor controls	Required	Yes / No	
PLC/electromechanical instructional system integration	Required	Yes / No	
Accessible student wiring/testing/troubleshooting points	Required	Yes / No	
Disconnect/overcurrent/control/safety components	Required	Yes / No	
Electrical/network ratings and requirements identified	Required	Yes / No	
Schematics, wiring diagrams, and technical documentation	Required	Yes / No	
Delivery to WCCC, Calais, Maine	Required	Yes / No	
Installation/assembly responsibilities identified	Required	Yes / No	
Training	Describe	Yes / No	
Warranty	Required	Yes / No	