



Request for Proposal
Portable Hydraulics Learning System
WC-2712
This is Not an Order

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

Portable Hydraulics Learning System

Issued Date:
September 11, 2026

Response Deadline Date/Time
September 25, 2026 at 1:00 PM

Response Contact Information:
Jon Macleod
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Phone: (207) 454-1081

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: WC2712- Portable Hydraulics Learning System

Request for Proposal Portable Hydraulics Learning System

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Request for Proposal Portable Hydraulics Learning System

1.0 Introduction

Washington County Community College (WCCC) is soliciting competitive bids from qualified vendors for one complete portable hydraulics learning system for instructional use. The system will support hands-on instruction in hydraulic principles, circuit assembly, operation, measurement, troubleshooting, and related industrial technology applications.

The specifications are intended to describe WCCC's minimum functional and instructional needs and are not intended to restrict competition to a particular manufacturer, proprietary design, model, or supplier. Equivalent equipment will be considered when the bidder demonstrates that the proposed system meets or exceeds the stated requirements.

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	September 11, 2026	
Questions Due	September 21, 2026	1:00 P.M. ET
Proposals Due On	September 25, 2026	1:00 P.M. ET
Award Decision & Notification	September 28, 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 "WC2712 Portable Hydraulics Learning System" 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 "WC2712-Portable Hydraulics Learning System"

6.0 Specifications

The specifications set forth in this Request for Proposal represent the College's minimum instructional and functional 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 portable hydraulics learning system, including the portable training console, hydraulic power supply, gauges, valves, cylinders, hoses and fittings, initial hydraulic oil, student and instructor instructional materials, digital curriculum, twenty-four (24) one-year eLearning/library subscriptions, documentation, delivery, and all other components identified in the bidder's proposal. The system shall be suitable for hands-on instructional use and delivered as a complete operational package.

6.2 Specifications

Requirement	Minimum Specification
General System	One complete portable basic hydraulics learning system suitable for classroom/lab instruction and hands-on hydraulic circuit assembly, operation, measurement, and troubleshooting.
Portable Training Console	Portable console/training platform designed for student use with the hydraulic components specified below.
Hydraulic Power	Hydraulic power supply sized and configured for safe operation of the instructional system.

Supply	
Pressure Measurement	Minimum of three (3) pressure gauges.
Valves / Flow Components	At minimum: one (1) needle valve, two (2) check valves, one (1) flowmeter, one (1) flow control valve, one (1) pressure reducing valve, one (1) sequence valve, one (1) relief valve, and one (1) directional control valve.
Cylinders	Minimum of two (2) hydraulic cylinders suitable for the instructional activities.
Hoses / Fittings	Hydraulic hoses and fittings required to complete the instructional activities and operate the system.
Hydraulic Oil	Provide the hydraulic oil required for initial operation of the system; include at least one 5-gallon supply when applicable.
Student Curriculum	Interactive computer-based/digital student curriculum covering the instructional content supported by the system.
Instructor Materials	Instructor guide and instructor resource materials sufficient to support classroom and laboratory instruction.
Reference / Installation Materials	Installation/setup guide and student reference guide.
Electrical Requirements	Compatible with 100-240V, 50-60Hz, single-phase electrical service, or clearly identify proposed alternate requirements.
Computer / Internet Requirements	Identify minimum PC, software, browser, and internet requirements for digital curriculum and eLearning access.
eLearning Subscriptions	Twenty-four (24) individual 12-month eLearning/library subscriptions. Describe included content/library, license terms, activation requirements, and renewal costs.
Completeness	Identify any workstation/table, computer, equipment, software, licenses, accessories, fluids, or services necessary for full instructional operation that are not included in the proposed price.

6.3 Equivalent Equipment / Alternatives

Equivalent products are acceptable provided the complete proposed system meets or exceeds the minimum functional and instructional requirements. Bidders proposing an equivalent shall provide sufficient product literature and technical information for WCCC to evaluate equivalency.

6.4 Delivery, Setup, and Training

- Include delivery/freight to Washington County Community College, Calais, Maine, or clearly state freight as a separate cost.
- State whether unpacking, setup, initial filling, start-up, commissioning, or other setup services are included in the base bid.
- Identify all electrical, computer, internet, workstation/table, or other site requirements to be provided by WCCC.
- Following setup, the system shall be capable of normal instructional operation.
- Describe any instructor orientation or training included with the system, including use of the equipment and digital curriculum.
- State the number of training hours/days included and whether training is on-site, remote, self-directed, or a combination.

6.5 Warranty, Support, Curriculum, and Documentation

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

- Identify recommended routine maintenance, replacement fluids, and service requirements.
- Provide installation/setup instructions, operating and safety information, student curriculum, instructor guide/resources, and student reference materials.
- Identify expected availability of replacement parts, hoses, fittings, and other system components.

7.0 Contractor's Insurance

If the successful bidder will perform installation, setup, commissioning, training, or other work on College property beyond ordinary freight delivery, the bidder shall maintain applicable insurance throughout the performance of that work. A Certificate of Insurance shall be provided upon request.

- Commercial General Liability: not less than \$1,000,000 per occurrence when applicable.
- Automobile Liability: \$1,000,000 combined single limit when vehicles are used in performance of on-site work.
- Workers' Compensation: statutory limits as required by law.

Failure to provide required insurance documentation when applicable 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 21, 2026 at 1:00 P.M. ET to:

Jon Macleod
 Portable Hydraulics Learning System
 Washington County Community College
 1 College Dr.
 Calais, ME 04619

or via email at jmacleod1@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 portable hydraulics learning system to meet the minimum

specifications and instructional requirements.

- Specification match, clearly identified variations, and suitability for hands-on hydraulics instruction.
- Completeness of the proposed system and identification of exclusions or College-furnished requirements.
- Total base bid cost and other required costs.
- Delivery, setup, electrical/computer requirements, and facility requirements.
- Curriculum, eLearning content, 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.

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 portable hydraulics learning system.
- Complete technical specifications and product literature.
- Detailed list of included training components, hydraulic power supply, valves, gauges, cylinders, hoses/fittings, curriculum, software/eLearning licenses, documentation, accessories, and services.
- Detailed list of exclusions, assumptions, and equipment/facility requirements to be provided by WCCC.
- 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 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 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 / Model Proposed: _____

Item	Description	Included?	Price
1	Complete Portable Hydraulics Learning System and required components	Yes / No	\$
2	Hydraulic Oil / Initial Operating Fluid	Yes / No	\$
3	Twenty-four (24) 12-Month eLearning / Library Subscriptions	Yes / No	\$
4	Delivery / Freight	Yes / No	\$
5	Setup / Commissioning / Instructor Training, if applicable	Yes / No	\$
6	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
Portable hydraulics training system	Required	Yes / No	
Portable training console	Required	Yes / No	
Hydraulic power supply	Required	Yes / No	
Three pressure gauges	Minimum	Yes / No	
Needle valve	Minimum 1	Yes / No	
Check valves	Minimum 2	Yes / No	
Flowmeter	Minimum 1	Yes / No	
Flow control valve	Minimum 1	Yes / No	
Pressure reducing valve	Minimum 1	Yes / No	
Sequence valve	Minimum 1	Yes / No	
Relief valve	Minimum 1	Yes / No	
Directional control valve	Minimum 1	Yes / No	
Hydraulic cylinders	Minimum 2	Yes / No	
Hydraulic hoses and fittings	Required	Yes / No	
Initial hydraulic oil	Required	Yes / No	
Interactive digital student curriculum	Required	Yes / No	
Instructor guide/resource materials	Required	Yes / No	
Installation/setup and student reference materials	Required	Yes / No	
100-240V / 50-60Hz / 1-phase compatibility or alternate identified	Required	Yes / No	
PC/internet requirements identified	Required	Yes / No	
24 individual 12-month eLearning/library subscriptions	Required	Yes / No	
Delivery to WCCC, Calais, Maine	Required	Yes / No	
Setup responsibilities identified	Required	Yes / No	
Warranty	Required	Yes / No	