Request for Proposal
Riverview Hall Room #110 Remodel
WC-2714

This is Not an Order

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

Riverview Hall Room #110 Remodel

Issued Date:
October 27, 2026

Response Deadline Date/Time
November 12, 2026 at 2:00 PM ET

Response Contact Information:
Ashley Macdonald
Email: amacdonald@mainecc.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@mainecc.edu
Subject Line: WC2714 - Riverview Hall Room #110 Remodel

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Washington County Community College
Calais, Maine
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Request for Proposal
Riverview Hall Room #110 Remodel

1.0 Introduction

Washington County Community College (WCCC) invites proposals from qualified contractors to remodel Room #110 in Riverview Hall, located at 1 College Drive, Calais, Maine. The project includes selective demolition, flooring, painting, ceiling and lighting improvements, and construction of a new counter and shelving.

Work may begin following award and authorization by WCCC and must be substantially completed no later than January 11, 2027. The contractor shall furnish all labor, materials, equipment, supervision, and required subcontractors.

The scope is described in Section 6.0. WCCC will evaluate proposals based on best overall value, including total cost, qualifications, schedule, experience, and ability to meet the project requirements. WCCC reserves the right to reject any or all bids.

2.0 Background

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

WCCC is planning to relocate its campus bookstore from its current location to Room #110 in Riverview Hall. To accommodate this relocation, the existing space will require renovations to create a functional and efficient retail environment for bookstore operations.

The project will involve reconfiguring the existing layout, updating flooring, lighting, and interior finishes, and installing a new service counter and shelving for textbook storage. These improvements are intended to provide a welcoming and accessible space for students, faculty, and staff while supporting the operational needs of the bookstore.

All renovations must be completed by January 11, 2027.

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3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	October 28, 2026	
Mandatory Site Visit	November 5, 2026	1:00 PM ET
Questions Due	November 9, 2026	1:00 PM ET
Proposals Due	November 12, 2026	2:00 PM ET

A mandatory site visit is scheduled for November 5, 2026 at 1:00 PM ET. 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 "WC2714 Riverview Hall Room #110 Remodel" and mailed to:

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

Proposals may also be emailed to amacdonald@mainecc.edu with the subject line "WC2714 - Riverview Hall Room #110 Remodel".

6.0 Scope of Work/Specifications

Washington County Community College (WCCC) is seeking a qualified contractor to renovate Room #110 to accommodate the relocation of the College Bookstore. The renovated space shall provide a functional and professional retail environment, including appropriate counter space, textbook shelving, lighting, flooring, and necessary electrical and data connections.

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The successful bidder shall furnish all labor, materials, equipment, tools, supervision, and necessary subcontractors to complete the renovation. The scope of work shall include, but is not limited to, the following:

Demolition and Preparation

- Remove one existing office wall, interior door, and window to create an L-shaped main retail area.
- Remove existing counters and associated fixtures as necessary.
- Remove existing wall sconce lighting throughout the space.
- Remove existing floor outlets and properly disconnect and terminate associated wiring.
- Prepare existing floors for the installation of new flooring, including leveling and necessary surface repairs.
- Remove and properly dispose of all demolition materials and construction debris.

Flooring and Finishes

- Furnish and install new Luxury Vinyl Plank (LVP) flooring throughout the designated space. Flooring shall be Nature's View Rustique – Wind Swept Beige, or an approved equivalent.
- Furnish and install 6-inch light beige vinyl cove base throughout the renovated space.
- Patch and repair drywall as necessary following demolition and modifications.
- Prepare and paint all walls, including trim around windows and doors, to provide a consistent, finished appearance. Paint colors and finishes shall be coordinated with and approved by the College.

Ceiling and Lighting

- Reconfigure the existing ceiling grid to a 2' x 2' layout.
- Replace ceiling tiles as necessary to provide a uniform, finished appearance.
- Remove existing recessed can lighting and furnish and install six (6) new 2' x 2' LED ceiling light fixtures, positioned as follows:
    - One (1) fixture in each office space.
    - Four (4) fixtures in the main retail area.
- Complete all necessary electrical modifications associated with the lighting installation.

Bookstore Counter and Shelving

- Construct and install a new customer service/sales counter designed to fit the dimensions and layout of the renovated space.
- The counter shall include durable laminate countertops and provide adequate workspace for bookstore operations, including the cash register and associated equipment.
- The counter design, dimensions, placement, and finishes shall be coordinated with and approved by the College's Manager of Facilities prior to fabrication and installation.
- Shelving needs for textbook storage and bookstore operations will be reviewed during the mandatory site visit.
- Bidders shall evaluate the available space and discuss potential shelving placement and installation requirements with the College's Manager of Facilities.

Electrical and Data Requirements

- Evaluate existing electrical outlets and provide any necessary modifications or additional outlets to accommodate the bookstore's cash register, computers, and other operational equipment.
- Evaluate existing CAT6 data connections and provide any additional cabling or connections necessary to accommodate bookstore operations.

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- The successful bidder shall be responsible for coordinating any necessary electrical and CAT6 data cabling work with the College's Manager of Facilities.
- The successful bidder may work with the Manager of Facilities to determine the appropriate electrical and data requirements and coordinate any necessary subcontractors.
- All electrical work shall be performed by appropriately licensed personnel and comply with applicable codes and regulations.
- All costs associated with electrical and data work, including subcontractor labor and materials, shall be included in the total bid price.

General Project Requirements

- The successful bidder shall verify all measurements, existing conditions, and project requirements prior to submitting a proposal.
- The successful bidder shall be responsible for coordinating all aspects of the project, including any necessary subcontractors, to ensure completion of the entire scope of work.
- All work shall be performed in a professional and workmanlike manner, in accordance with applicable building codes and industry standards.
- The contractor shall coordinate work schedules, access to the space, and any necessary project modifications with the College's Manager of Facilities.
- The contractor shall be responsible for protecting adjacent areas from damage, dust, and debris during construction.
- Upon completion, the contractor shall remove all construction materials, debris, and equipment and leave the renovated space clean and ready for occupancy.
- Any proposed substitutions or modifications to the specified materials or scope of work must receive prior approval from the College.

7.0 Contractor's Insurance

The successful bidder shall maintain applicable insurance coverage throughout the duration of the project and provide Certificates of Insurance evidencing the following coverage:

- **Commercial General Liability:** Not less than $1,000,000 per occurrence.
- **Workers' Compensation:** Statutory limits as required by applicable law.

A Certificate of Insurance evidencing the required coverage must be submitted with the bid proposal.

Subcontractor Insurance Requirements

The successful bidder shall be responsible for ensuring that all subcontractors performing work on this project maintain appropriate insurance coverage, including commercial general liability where applicable, and workers' compensation as required by law.

Subcontractors shall meet the same applicable insurance requirements established for the successful bidder. Certificates of Insurance for all subcontractors must be provided to WCCC for review prior to the commencement of their work.

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The successful bidder shall remain responsible for all work performed by subcontractors and shall ensure that all subcontractors comply with applicable insurance and contractual requirements.

Final insurance endorsements and additional insured requirements shall be subject to review and approval by WCCC Risk Management.

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 should be directed to:

Ashley Macdonald
Riverview Hall Room #110 Remodel
Washington County Community College
1 College Dr.
Calais, ME 04619

or via email at amacdonald@mainecc.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 any or all proposals, waive minor informalities, or re-advertise. Award will be made to the responsive, responsible bidder offering the best overall value to WCCC; the lowest price will not automatically determine award.
Evaluation considerations may include:

- Total lump-sum base bid and any clearly identified alternate costs.
- Completeness of proposed work and materials.
- Relevant renovation experience and references.
- Ability to meet the January 11, 2027 completion deadline.
- Qualifications and coordination of the licensed electrical subcontractor.
- Quality of proposed materials and workmanship.
- Site conditions and understanding demonstrated at the mandatory walkthrough.
- Completeness and responsiveness of the proposal.
- Any other relevant factor in the College's best interests.

Bidders must identify exclusions and assumptions. WCCC may request clarification and will document the basis for selection if the award is not made to the lowest-priced bidder.

Each bidder should include the following with its submission:

- Completed and signed Attachment A – Bid Submission Form and Pricing Schedule.

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- Confirmation of attendance at the mandatory site visit.
- Proposed project schedule and completion commitment.
- Identification of the proposed licensed electrical subcontractor.
- Itemized exclusions, assumptions, and proposed alternates, if any.
- Description of proposed materials and installation methods.
- Evidence of applicable insurance coverage.
- Confirmation that contractor will furnish all materials
- Description of any warranty on workmanship.
- Any additional information relevant to successful completion.
- Any exceptions to the solicitation requirements.
- Signed and dated MCCS Notice to Vendors and Bidders.

10. Preparation of Bids

Bidders shall carefully review all specifications, requirements, and conditions outlined in this Request for Proposal prior to submitting a bid. All proposals must be complete, clearly written, and signed by an authorized representative of the bidding company.

Bidders shall use Attachment A – Bid Submission Form and provide a total lump-sum price for the completion of the project. Labor and material costs must be identified separately. The proposed price shall include all labor, materials, equipment, supervision, subcontractor expenses, permits, disposal, and other costs necessary to complete the work specified in Section 6.0.

Bidders are responsible for verifying all measurements, existing conditions, and project requirements during the mandatory site visit. Any questions or requests for clarification must be submitted in accordance with the schedule established in Section 3.0.

Any proposed substitutions, exceptions, exclusions, or alternative materials must be clearly identified in the bid submission. Unless otherwise stated, the College will consider the proposal to include all work and materials required by the specifications.

Bidders shall include all documentation requested in Section 9.0. Incomplete proposals or proposals that do not meet the requirements of this solicitation may be rejected.
All costs associated with preparing and submitting a proposal shall be the responsibility of the bidder. Washington County Community College shall not be responsible for any expenses incurred in preparing a bid.

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:
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;
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;
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; and
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.

Signature: _____ Date: _____

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ATTACHMENT A - BID SUBMISSION FORM

BIDDER INFORMATION
Company: _____ Contact: _____
Address: _____
Phone: _____ Email: _____

PROPOSED BID PRICING

Labor: $_____ Materials: $_____ Other: $_____

Total Project Cost (must equal total bid price): $_____

PROJECT SCHEDULE
Earliest available start date: _____ Estimated calendar days to complete: _____

SUBCONTRACTORS (identify company and type of work; attach additional sheet if needed)
1. _____ Work: _____
2. _____ Work: _____

INSURANCE AND BID ATTACHMENTS
☐ Certificate of Insurance included ☐ Exceptions/substitutions attached ☐ None

BIDDER CERTIFICATION
By signing, the bidder confirms review of WC2714 specifications and site conditions; that the total price includes all required labor, materials, equipment and subcontracted work; and that any exclusions or substitutions are disclosed. The bidder agrees to applicable laws and MCCS/WCCC contract requirements.

Authorized representative: _____ Title: _____

Signature: _____ Date: _____

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