

WASHINGTON COUNTY COMMUNITY COLLEGE
ONE COLLEGE DRIVE
CALAIS, MAINE 04619
PHONE: (207) 454-1000, FAX: (207) 454-1026

I. GENERAL INFORMATION:

Washington County Community College (hereinafter "WCCC") is requesting bids for Award Plaques per attached specifications.

II. SUBMISSION REQUIREMENTS:

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

Closing Date/Time: March 27, 2020, 12:00 p.m.

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2022
Attention: Ashley Macdonald, Business Manager

III. METHOD OF AWARD:

Washington County Community College reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC. In making an award, intangible factors such as the firm's past performance, integrity, reputation and ability to meet the requirements of the bid specifications are taken into consideration. In the case of tie bids, that bid which has been received first, will be awarded the bid. Every effort will be made to award bids within 48 hours of bid opening.

Note: All equipment must be new, no used equipment is acceptable.

IV. BID PROPOSAL AMOUNT:

The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

PRODUCT SPECIFICATIONS/BID SUBMISSION FORM

Quantity	Description	
3	Tropar - Airflyte Plaque Collection 8-1/2" x 10" walnut plaque #P1812 with blue brass plate.	\$ _____ per unit
105	Tropar - Sheffield Series 6" x 8" walnut plaque #P642 with black brass plate.	\$ _____ per unit

See attached sheet for sample of wording to be used on plaque.

Must be delivered by April 17, 2020.

Shipping, Handling & Setup (if not included in prices provided above) \$ _____

Total Bid Amount \$ _____

Please provide price per unit if additional plaques are needed.

Tropar - Airflyte \$ _____ per unit

Tropar - Sheffield \$ _____ per unit

Date: _____

Bid Submitted by: _____

Address: _____

Contact: _____

Phone: _____ Fax: _____

Terms of Sale:

**REQUEST FOR QUOTATION
QUOTATION #WC2022**

March 11, 2020

The following is an example of wording to be engraved. This only approximates engraving needed, actual may be more or less.

SAMPLE #1

Washington County Community College

President's Award for Excellence

(STUDENT'S MAJOR)

Presented to

(STUDENT'S NAME)

May 14, 2020

SAMPLE #2

Washington County Community College

Outstanding Achievement

(STUDENT'S MAJOR)

Presented to

(STUDENT'S NAME)

May 14, 2020

SAMPLE #3

Washington County Community College

Most Improved Student

(STUDENT'S MAJOR)

Presented to

(STUDENT'S NAME)

May 14, 2020

**REQUEST FOR QUOTATION
QUOTATION #WC2022**

March 11, 2020

SAMPLE #4

Washington County Community College

Student of the Year

Presented to

(STUDENT'S NAME)

May 15, 2020

SAMPLE #5

Washington County Community College

Distinguished Faculty Speaker

Presented to

(FACULTY'S NAME)

May 15, 2020

SAMPLE #6

Washington County Community College

Commencement Speaker

Presented to

(SPEAKER'S NAME)

May 15, 2020

SAMPLE #7

Washington County Community College

Student Senate Service Award

Presented to

(STUDENT'S NAME) – (Position held)

May 14, 2020

**REQUEST FOR QUOTATION
QUOTATION #WC2022**

March 11, 2020

SAMPLE #8

Washington County Community College

Resident Assistant

Presented to

(STUDENT'S NAME)

May 14, 2020

SAMPLE #9

Washington County Community College

TRIO Grit Award

Presented to

(STUDENT'S NAME)

May 14, 2020

SAMPLE #9

Washington County Community College

TRIO Excellence Award

Presented to

(STUDENT'S NAME)

May 14, 2020

SAMPLE #9

Washington County Community College

TRIO Crusader Award

Presented to

(STUDENT'S NAME)

May 14, 2020

**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.