

REQUEST FOR PROPOSAL

Redesign & Build Project: Office and Soundproof Classroom



YORK COUNTY COMMUNITY COLLEGE

York County Community College
112 College Drive, Wells, Maine 04090

YCCC's mission is to provide academic, career, and transfer programs while serving to advance cultural, economic, and workforce development in York County and the state of Maine. The vision of YCCC is that it will be a leader in educational excellence, providing a variety of programs that promote personal enrichment, academic growth and career development. We will support our region in meeting the challenges of a changing world by creating an innovative and active learning environment.

Project Description

York County Community College (YCCC) is seeking a proposal for an interior renovation of a classroom and an office in the main building at 112 College Drive, Wells, Maine. Proposals **should be submitted electronically by March 16, 2021 to Joan Ludwig, Interior Designer, York County Community College, jludwig@yccc.edu**. To visit the site, contact Joan Ludwig at 207-229-3846.

Scope of Job

1) Convert a classroom (approx. 35' x 31') in the main building to house a Criminal Justice Simulation System. Reconstruct the room for the simulation system:

- Provide sound proofing specifications
- Build a room within a room for sound proofing (walls, doors and ceiling)
- Remove existing drop ceiling, HVAC, lighting, sprinkler system, and other ceiling and wall components and relocate to new inner ceiling and walls
- Add new electrical outlets in the ceiling and walls
- Add blackout window treatments to exterior windows (no windows on interior soundproofing walls)
- Build two door (with locks) threshold entrance for soundproofing of inner room

2) Enclose area within the Student Success Commons to create an office. Currently the area is approximately 10' x 11' and has three walls. It will need a fourth wall and door to enclose this area and complete the office.

- Adjust existing drop ceiling for new wall with door
- Relocate existing HVAC, lighting, sprinkler system, and other ceiling and wall components if needed
- Final lighting will need to be on independent switch on interior office wall

Proposal Requirements

1. Your cover letter should include total pricing, past related project experience, with references.
2. Conduct site visit(s) to become familiar with site and to check for potential installation problems. Contact Joan Ludwig at 207-229-3846 or jludwig@yccc.edu
3. Provide an estimated length of time to complete the job.
4. **Include your ability to complete the job by mid-May, 2021**

Submission of Proposals

1. Requests for Information (RFI) must be submitted in writing and are due no later than three (3) work days prior to the bid due date. They are to be sent via email to Joan Ludwig jludwig@yccc.edu or contact 207-229-3846.
2. Proposals must be received by the due date, and must include a cover letter signed by the representative managing the account, as well as your firm's terms and conditions.
3. **One (1) electronic copy (in PDF format) should be submitted on March 16, 2020. Late proposals are subject to refusal by YCCC.**
4. Evaluation factors will include price, schedule of services and ability to meet deadline, as well as dealer's past performance. The bidder with the best performance based on these evaluation factors, will be considered the best value vendor – even if the vendor's total project cost was not the lowest.
5. Proposals shall not be withdrawn during a period of sixty (60) calendar days immediately following the opening.
6. No contract may be assigned or transferred without the written consent of YCCC.
7. **Bids will be reviewed internally and the winning bidder will be notified by March 23, 2021**

Installation / Site Instructions

1. Conduct site visit(s) to become familiar with site and to check for potential installation problems.
2. Coordinate installation dates and logistics with YCCC. Vendor must provide an estimated work schedule of services in their proposal. Vendor shall provide the name and telephone number of the person(s) responsible for the coordination to YCCC contact person.
3. Provide all labor, materials, and equipment needed to provide services.

RFP Clarification

YCCC reserves the right to obtain clarification of any point in a vendor's quotation or to obtain additional information necessary to properly evaluate a particular quotation.

YCCC reserves the right to revise, add, or delete any section and/or specifications provided prior to awarding any contract; in addition, YCCC reserves the right to reject any and all quotes.

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.

With proper authorization, Vendor and MCCS executed this Rider on the date(s) set forth below.

FOR VENDOR:

FOR MCCS:

Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____