



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Repair of Averill Building Front Steps**

**Date:** September 18, 2018  
**Site Walk-thru:** By Appointment  
**Proposal Due On:** September 28, 2018  
**Return Proposal To:** Phil Newcombe, Facilities Maintenance Engineer  
Kennebec Valley Community College  
Alfond Campus Facilities  
92 Western Avenue  
Fairfield, Maine 04937

**Phone:** (207) 557-2574

# Competitive Bid Request for Proposal

## Repair of Averill Building Front Steps

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## Competitive Bid Request for Proposal Repair of Averill Building Front Steps

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals from a qualified vendor to repair the front steps of the Averill Building on its Harold Alfond Campus located at Stanley Road, Hinckley, Maine.*

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; no 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. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

### 2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	9/18/2018	
Pre-bid Meeting and Building Walkthrough	By Appointment	By Appointment
Proposals Due On	9/28/2018	3:00 P.M. EST
Award Decision & Notification	10/3/2018	

### 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. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: September 28, 2018 by 3:00 P.M. (EST).**

All proposals are to be marked “Repair of Averill Building Front Steps” and mailed to:

Phil Newcombe  
Facilities Maintenance Engineer  
Kennebec Valley Community College  
Alfond Campus Facilities  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be emailed to: [pnewcombe@kvcc.me.edu](mailto:pnewcombe@kvcc.me.edu), with the subject line “FRONT STEPS”.

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

A construction schedule and completion date are to be coordinated and approved by a KVCC official prior to awarding the contract in order to ensure minimal impact on campus operations.

The contractor shall:

- Install shoring to support steps during work
- Rebuild compromised sections of the brick walls supporting the steps
- Replace broken and missing bricks, matching new bricks with existing bricks and construction
- Repoint where necessary
- Apply structural mortar/stucco to the inner surface of the steps
- Form and pour new deck at the top of the steps. Deck is shall be formed with a recess for a 3’x 4’ grate. KVCC will supply the grate. Recess will include a drain leading to the stone on the interior of the steps
- Remove all trash and construction debris. KVCC will provide a location for disposal of bricks and mortar. Contractor is responsible for removal and disposal of all trash to an off-site location

Existing Conditions:

The steps are constructed of brick walls with granite steps. The steps are original to the building the building was built in 1930. The walls of the steps are constructed with three (3) courses of brick. Water infiltration has leached away the mortar, comprising the structural integrity of the walls. Bricks have fallen away and portions of the walls only have one (1) course of bricks remaining. The concrete deck has been removed to allow easy access to the interior of the steps.

## Suggested Procedure:

The following procedures are only a suggestion. The contractor is expected to utilize their judgement and experiences to best accomplish this project. The proposal must contain a detailed explanation on the procedures to be utilized by the contractor. Any alterations to the procedure outlined in the proposal must be approved by KVCC.

- Work shall begin on the inside of the steps
- Temporary supports are to be put in place to support the weight of the granite during demolition. The supports are to remain in place until the mortar is cured sufficiently to support the weight of the steps
- The two inner most courses of brick on the building side of the stairs are to be removed and replaced with two (2) new courses of brick, or one (1) course of 6" solid concrete block
- Courses of brick will be tied together with galvanized brick ties
- Bricks on the street side wall shall be ground and repointed. Broken bricks will need to be replaced
- A coat of structural mortar/stucco will be applied to the interior of the street side wall
- The brick on the exterior of the building side wall must be removed and replaced with brick to match the building
- Once the inner courses of brick have been replaced, work can move to the outer most layers of bricks
- The outer layer of bricks must be removed and replaced with new brick to match the building. While working on the inside of the steps the contractor will also grind, repoint, and replace any broken brick on the street side of the stair wall
- The forms will remain in place on the inside of the structure
- The deck is to be formed with a recess for a 3' x 4' grate; KVCC will supply the grate
- The recess will include a drain leading to the stone on the interior of the steps
- All mortar joints will be washed
- The site will need to be cleaned up of any trash and debris
- Brick and mortar debris will be disposed of at a location designated by KVCC
- All other materials will be removed by contractor and disposed of off site

## 7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance insuring against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

## 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. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Phil Newcombe, Facilities Maintenance Engineer  
Kennebec Valley Community College  
Alfond Campus Facilities  
92 Western Avenue, Fairfield, Maine 04937  
*or via email at [pnewcombe@kvcc.me.edu](mailto:pnewcombe@kvcc.me.edu)*

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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.

### 1. Evaluation Method

- A. Technical ability to meet the outlined specifications
- B. Proposer's project approach, experience, and reference input
- C. Cost, to include any and all discounts
- D. Timeline for delivery and completion

## **10.0 Preparation of Bids**

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions
- Proposed construction schedule and completion date

## **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.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

## **12.0 Taxation and Compliance**

MCCS d/b/a KVCC 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 ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) 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 KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

**KVCC 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 KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
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; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, 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 KVCC any contractual documents of any kind that are not in at least 11-point font 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 KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.