



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

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

**Rotating LCD Panel Multiuse Workstations**

<b>Date:</b>	<b>July 31, 2018</b>
<b>Site Walk-thru:</b>	<b>Not Applicable</b>
<b>Proposal Due On:</b>	<b>August 10, 2018 at 3:00 P.M. EST</b>
<b>Return Proposal To:</b>	<b>Jeffrey Sneddon, Dean of Workforce Training &amp; Professional Development Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207) 453.5127</b>
<b>Email:</b>	<b><a href="mailto:jsneddon@kvcc.me.edu">jsneddon@kvcc.me.edu</a></b>

**Competitive Bid Request for Proposal**  
**Rotating LCD Panel Multiuse Workstations**

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## Competitive Bid Request for Proposal Rotating LCD Panel Multiuse Workstations

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals for twelve (12) monitor-flip multiuse workstations for the Institute of Workforce Training & Professional Development lab located at our Fairfield Campus, 92 Western Avenue, Fairfield, Maine to be used in our Informational Technology training classroom.*

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; however, 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	July 31, 2018	
Pre-bid Meeting and Building Walkthrough	N/A	
Proposals Due On	August 10, 2018	3:00 P.M. EST
Award Decision & Notification	August 13, 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: August 10, 2018 by 3:00 P.M. (EST).**

All proposals are to be marked "ROTATING LCD PANEL MULTIUSE WORKSTATIONS" and mailed to:  
Jeffrey Sneddon  
Dean of Workforce Training and Professional Development  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be e-mailed to: [jsneddon@kvcc.me.edu](mailto:jsneddon@kvcc.me.edu), with the subject line "ROTATING LCD PANEL MULTIUSE WORKSTATIONS"

## 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.

### Specifications:

The following specifications are minimum acceptable requirements. Any specific reference to manufacturer(s) and/or catalog/model/stock numbers provided is to establish the design, type of construction, quality, functional capability and performance level desired. The bidder may offer an alternate product believed to be an equal. Any alternate product(s) bid must be clearly identified by manufacturer and catalog, model or stock number. Adequate detailed specifications of the product offered must be included with your bid to establish equivalency and to ensure that the product being bid meets all specifications.

The Contractor shall supply and deliver twelve (12):

- a. Workstation type: Single User
- b. Rotating LCD display support system (with latch to prevent unintentional opening)
- c. LCD monitor case width must accommodate a 24" widescreen monitor
- d. Width: 48"
- e. Depth: 30"
- f. Height: 29" - 32"
- g. One 26" x 8" keyboard/mouse tray with integrated mouse fence and wire management pass through
- h. one 10" w CPU bay (right of user)
- i. one PD-FC714 power strip (6 outlets)
- j. 1" x 3" J style wire management channel
- k. wire management grommets on sides
- l. top surface finished with high-pressure laminate
- m. 1.25" steel floor leveling glides with .75" adjustment
- n. Frame color: light gray
- o. Workstation surface: Speckled dark gray

## 7.0 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:

Jeffrey Sneddon, Dean of Workforce Training & Professional Development  
Rotating LCD Panel Multiuse Workstations  
Kennebec Valley Community College  
92 Western Avenue, Fairfield, Maine 04937

*or via email at [jsneddon@kvcc.me.edu](mailto:jsneddon@kvcc.me.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.

## 8.0 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

## 9.0 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

The proposal(s) shall include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

## 10.0 Withdrawal of Bids

All proposals must be valid for at least fifteen (15) 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 facility and training programs.

## **11.0 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.

## **12.0 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.