

REQUEST FOR PROPOSAL WC2014
Washington County Community College
ONE COLLEGE DRIVE, CALAIS, ME
PHONE: (207) 454-1023, FAX (207) 454-1026

12/2/2019

PROPOSAL

Washington County Community College is seeking proposals for the design of a wall display to commemorate the college's 50th anniversary.

Project Description/ Bid Submission Sheet:

WCCC is seeking a design for a 50th anniversary wall display in Riverview Hall. The design is to be similar to that of the picture below, however the college would like individual frames for each decade rather than one large display. The first 4 decades are to be framed in a silver frame and the 5th decade is to be framed in a bronze or gold color.



Below is a picture of the wall that the display will be hung on. The current frames that are set on the wall are 40.25" x 28.25".



Please contact Ashley Macdonald at (207)454-1023, for additional information

Designs must be submitted by: Friday, December 20, 2019

Send response to the attention of A. Macdonald, no later than Friday, December 20, 2019 at 3:00 p.m.

Thank you for your assistance.

SUBMISSION REQUIREMENTS:

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

Closing Date/Time: Friday, December 20, 2019 at 3:00 p.m.

Identification of Bid Envelope: The proposal should be submitted with the Product Specification form provided. form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Proposal #WC2014
Attention: A. Macdonald, Business Manager

Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process. Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the College will be notified of any change in this status.

Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accept the terms and conditions herein. Any exceptions should be noted in your response.

Bidders may submit multiple bids on separate displays. Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the deadline. The College assumes no responsibility for delays. Bids received after the due date and time will not be considered.

It is the responsibility of the Bidder to inquire about any requirement of the RFP that is not understood. Questions concerning this request for proposals must be submitted via email to amacdonald@wccc.me.edu.

**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, 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; and
9. Automatic renewals for term(s) greater than month-to-month.

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 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 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.