

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 31, 2021, 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:  
Attention: Ashley Macdonald, Business Manager

Or emailed to: [amacdonald@wccc.me.edu](mailto:amacdonald@wccc.me.edu)

**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 #P1802 with black 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 23, 2021.

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 #WC2122**

**March 11, 2021**

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 13, 2021

---

**SAMPLE #2**

Washington County Community College

Outstanding Achievement

(STUDENT'S MAJOR)

Presented to

(STUDENT'S NAME)

May 13, 2021

---

**SAMPLE #3**

Washington County Community College

Most Improved Student

(STUDENT'S MAJOR)

Presented to

(STUDENT'S NAME)

May 13, 2021

**SAMPLE #4**

Washington County Community College

Student of the Year

Presented to

(STUDENT'S NAME)

May 14, 2021

---

**SAMPLE #5**

Washington County Community College

Distinguished Faculty Speaker

Presented to

(FACULTY'S NAME)

May 14, 2021

---

**SAMPLE #6**

Washington County Community College

Commencement Speaker

Presented to

(SPEAKER'S NAME)

May 14, 2021

---

**SAMPLE #7**

Washington County Community College

Student Senate Service Award

Presented to

(STUDENT'S NAME) – (Position held)

May 13, 2021

**SAMPLE #8**

Washington County Community College

Resident Assistant

Presented to

(STUDENT'S NAME)

May 13, 2021

---

**SAMPLE #9**

Washington County Community College

TRIO Grit Award

Presented to

(STUDENT'S NAME)

May 13, 2021

---

**SAMPLE #9**

Washington County Community College

TRIO Excellence Award

Presented to

(STUDENT'S NAME)

May 13, 2021

---

**SAMPLE #9**

Washington County Community College

TRIO Crusader Award

Presented to

(STUDENT'S NAME)

May 13, 2021