



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Proposal (RFP)

University of Maine at Farmington Multiple  
Vehicle Purchase  
RFP #2025-021

**Issued Date:** August 30, 2024

**Response Deadline Date/Time:** September 12, 2024, 11:59 p.m.  
EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – DL: UMF Vehicle Purchases - RFP#2025-021

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Destiny Long  
Email: [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)

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## 1.0 INTRODUCTION

### 1.1 Definitions, Background, Purpose and Specifications

#### 1.1.1 Definitions

The University of Maine System will hereinafter be referred to as the "University." Respondents to the document shall be referred to as "Respondent(s)" or "Respondent".

The Respondent to whom the Agreement is awarded shall be referred to as the "Contractor."

The University of Maine System and other components of the University shall be referred to as "Multi-Institution".

#### 1.1.2 Background

##### Overview

Established in 1968, the University of Maine System (UMS) unites six distinctive public universities, comprising 10 campuses and numerous centers, in the common purpose of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

A comprehensive public institution of higher education, UMS serves more than 30,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of six universities: The University of Maine (UMaine), including its regional campus the University of Maine at Machias (UMM); the University of Maine at Augusta (UMA); the University of Maine at Farmington (UMF); the University of Maine at Fort Kent (UMFK), the University of Maine at Presque Isle (UMPI); and the University of Southern Maine (USM). The System also includes the University of Maine School of Law and the University of Maine Graduate and Professional Center.

### **Campus thumbnails**

#### **University of Maine at Farmington**

The University of Maine at Farmington is the birthplace of public higher education in Maine and has earned a national reputation for excellence. Established in 1864, it is a small, selective public liberal arts college, serving primarily full-time, traditional-age undergraduates in a residential setting. UMF offers quality programs in teacher education, human services, arts and sciences and professional studies. At Farmington, students feel connected, deeply woven in the roots of the community. Through hands-on learning, the sharing of ideas, debating of issues and pursuit of research, our professors become an active part of their student's lives helping them engage and succeed in a place where they are valued, inspired and empowered. Located in the foothills of the mountains of western Maine, UMF offers the perfect mix of the active outdoor lifestyle with the quintessential New England college town. With enrollment at around 1,800 full-

time students, UMF is about the same size as many of New England's most selective private colleges and offers many of the same advantages, yet at a very affordable price—providing a tremendous college value in a spectacular natural setting.

### 1.1.3 Purpose

The University of Maine System is seeking bids to purchase seven (7) passenger vans and twelve (12) passenger vans. This document provides instructions for submitting responses, the procedure and criteria by which the Respondent(s) will be selected, and the contractual terms which will govern the relationship between the University and the awarded Respondent(s).

Respondents should review **1.1.4 Specifications / Scope of Work** of this document to see the full Scope of Services/Products required.

The University is committed to providing increased access and opportunity to diverse businesses include and not limited to: Lesbian, Gay, Bisexual and Transgender Business Enterprise (LGBTQ+BE); Minority Business Enterprise (MBE); Service-Disabled Veteran Business Enterprise (SDVBE); Small Business Enterprise (SBE); veteran-owned; service-disabled veteran-owned; HUBZone; small disadvantaged business; women-owned; minority-owned; Veteran Business Enterprise (VBE); and Women's Business Enterprise (WBE).

Though this document is primarily for the University of Maine at Farmington, all campuses in the University of Maine System must be afforded the use of this solution, with all the same terms and conditions applicable to the various University locations.

### 1.1.4 Specifications / Scope of Work

The University of Maine System is seeking bids for the following vehicles (see Appendix D for vehicle specifications):

- Two (2) - Seven (7) Passenger Vans
- Five (5) - Twelve (12) Passenger Vans

Each vehicle will be awarded separately. Respondents are not required to bid on all vehicles.

It is the intent of the University to either pay for the vehicles with University funds or to finance the vehicles through a University third party contract for financing.

## 1.2 General Information

### 1.2.1 Contract Administration and Conditions

1.2.1.1 The University will issue the winning respondent a Purchase Order. The University's standard PO terms and conditions can be found [here](#).

The Agreement entered into by the parties shall consist of the RFP, the selected Respondent's submission, including all appendices or attachments and clarifications, the specifications including all modifications thereof, and a Purchase Order or Letter of Agreement

requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Agreement Documents.

In the event of a conflict of terms the following precedence will apply:

1. The University's RFP
2. Respondent's Submission
3. Purchase Order or Letter of Agreement

1.2.1.2 Modification of Agreement terms and conditions is permitted except that the University, due to its public nature, will not:

- a. Provide any defense, hold harmless or indemnity;
- b. Waive any statutory or constitutional immunity;
- c. Apply the law of a state other than Maine;
- d. Procure types or amounts of insurance beyond those UMS already maintains or waive any rights of subrogation.
- e. Add any entity as an additional insured to UMS policies of insurance;
- f. Pay attorneys' fees, costs, expenses or liquidated damages;
- g. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
- h. Permit an entity to change unilaterally any term or condition once the contract is signed;
- i. Accept any references to terms and conditions, privacy policies or any other websites, documents or conditions referenced outside of the contract; or
- j. Agree to automatic renewals for term(s) greater than month-to-month.

1.2.1.3 By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:

- a. The above Agreement provisions (**Section 1.2.1.2**) will not be modified and are thereby incorporated into any agreement entered into between University 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;
- b. The above Agreement provisions (**Section 1.2.1.2**) will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
- c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.

- d. 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 UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

### 1.2.2 Communication with the University

It is the responsibility of the Respondent to inquire about any requirement of this document that is not understood. Responses to inquiries, if they change or clarify the document in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the document. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php)

It is the responsibility of all Respondents to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made using the **Response Contact Information** provided on the cover sheet of this document. Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

### 1.2.3 Confidentiality

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and a Respondent selected (the successful Respondent). At that time the University will issue award notice letters to all participating Respondents and all Respondents' responses may be made available to participating Respondents upon request. Such request must be made by submitting a written request to the individual noted in the Response Contact Information shown on the cover sheet of this document, with a copy of the request provided to the other Respondents. Such requests are public records.

After the protest period has passed and the Agreement is fully executed, responses will be available for public inspection upon request.

Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information that meets the definition of "trade secret" under Maine law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to

conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

**1.2.4 Costs of Preparation**

Respondent assumes all costs of preparation of the response and any presentations necessary to the response process.

**1.2.5 Authorization**

Any Agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Office of Strategic Procurement, Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.

Authorization. Any contract or agreement for services that will, or may, result in the expenditure by the University of \$50,000 or more must be approved in writing by the Executive Director of Strategic Procurement & Services and it is not approved, valid or effective until such written approval is granted.

Vice Chancellor for Finance and Administration approval is required of any University of Maine System agreement of \$50,000 or more, and it is not approved, valid or effective until such written approval is granted.

Chief Business Officer approval is required of any campus specific agreement of \$50,000 or more, and it is not approved, valid or effective until such written approval is granted.

**1.2.6 Multi-Institutional**

The University of Maine System, Office of Strategic Procurement reserves the right to authorize other University Institutions to use the Agreement(s) resulting from this document, if it is deemed to be beneficial for the University to do so.

**1.2.7 Pricing**

All prices provided shall remain firm for the entire term of the agreement.

**1.2.8 Cost Response Form Quantities**

The quantities shown on the cost response form are approximate only. The Contractor shall cover the actual needs of the University throughout the term of the Agreement regardless of whether they are more or less than the quantities shown.

**1.2.9 Employees**

The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Agreement Administrator or designee, notifies the Contractor in writing that any person employed on this Agreement is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Agreement without the prior written consent of the Agreement Administrator.

### 1.2.10 Environment Compliance

In the event that the resulting Agreement involves the generation, transportation, handling, disposal, and/or other operations or activities in relation to toxic, hazardous, radioactive, or otherwise dangerous gases, vapors, fumes, acids, alkali's, chemicals, wastes or contaminants and/or other substance, material or condition, the Contractor agrees to indemnify save harmless and defend the University from and against all liabilities, claims, damages, forfeitures, suits, and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which the University may hereafter incur as a result of death or bodily injuries or damage to any property, contamination of or adverse effects of the environment or any violation of state or federal regulations or laws (including without limitation the Resources Conservation and Recovery Act, the Hazardous Material Transportation Act or the Superfund Amendment and Reauthorization Act, as the same now exists or may hereafter be amended) or order based on or arising in whole or in part from the Contractor's performance under the Agreement, provided, however the Contractor shall not indemnify the University for any liabilities, claims, damages, (as set forth above) caused by or arising out of the sole negligence of the University, or arising out of any area of responsibility not attributable to Contractor.

### 1.2.11 Specification Protest Process and Remedies:

If a Respondent feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement to the email address provided on the cover page of this document. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the Deadline for Proposal Submission noted in Section 1.3.1. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications.

## 1.3 General Submission Provisions

### 1.3.1 Timeline of Key Events

Reference Section	Event Name	Event Due Date
Section 1.2.2	Deadline for Written Inquiries/Questions	September 3, 2024
Section 1.2.2	Response to Written Inquiries/Questions <b>(subject to change)</b>	September 4, 2024
Section 1.2.2	Deadline for Proposal Submission	September 10, 2024
Section 2.2	Award Announcement <b>(subject to change)</b>	September 13, 2024
	Vehicle Delivery Date	As soon as available



### 1.3.2 Eligibility to Submit Responses

Public entities, private for-profit companies, and non-profit companies and institutions are invited to submit a response to this document.

### 1.3.3 Debarment

Respondents must complete and submit the “Debarment, Performance and Non-Collusion Certification Form provided in Appendix B. Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.

Submission of a signed response 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 University will be notified of any change in this status.

### 1.3.4 Response Understanding

By submitting a response, the Respondent agrees and assures that the specifications are adequate, and the Respondent accepts the terms and conditions herein. Any exceptions should be noted in your response

### 1.3.5 Response Validity

Unless specified otherwise, all responses shall be valid for ninety (90) days from the due date of the response.

### 1.3.6 Non-Response Submission

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.

### 1.3.7 Response Submission

A **SIGNED** virus-free electronic copy must be submitted as follows:

- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.
- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.
- Response submissions that exceed 20 MB will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: Submission 1 of X (‘X’ representing the number of files being submitted).

## 2.0 EVALUATION AND AWARD PROCESS

### 2.1 Evaluation Criteria

#### 2.1.1 Scoring Weights

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

Evaluation Appendices	Category	Points
Appendix C	Cost Evaluation	50
Appendix D	Specifications and Delivery Date	50
<b>Total Points</b>		<b>100</b>

#### 2.1.2 Scoring Section Descriptions

##### 2.1.2.1 Cost Evaluation

The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

(Lowest submitted cost response / cost of response being scored) x  
**Points** = pro-rated score

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

##### 2.1.2.2 Specifications and Delivery Date (Appendix D)

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Submissions will be evaluated on how closely they meet the requested specifications and how soon the vehicles will be available for delivery.

## 2.2 Award

While the University prefers a single solution that is scalable to meet the needs of both large and small institutions, it reserves the right to award Agreement(s) to one or multiple Respondents, which may include awards to Respondents for a geographical area, if such award is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the

University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all responses, in whole or in part, and is not necessarily bound to accept the lowest cost response if that response is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

## 2.3 Tie Bids

When two equal bids are received, there shall be a preference for “in-state bidders”. When tie bids are both in-state, or both out-of-state, the award will be made to the bid that arrives first which will be determined by reviewing the electronic submission date and time stamp.

## 2.4 Negotiations

The University reserves the right to negotiate with the successful Respondent to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the University’s Request for Proposals to an extent that may affect the price of goods or services requested. The University reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the response they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Respondent, the University may withdraw its award and negotiate with the next-highest ranked Respondent, and so on, until an acceptable contract has been finalized. Alternatively, the University may cancel the RFP, at its sole discretion.

## 2.5 Award Protest

Respondents may appeal the award decision by submitting a written protest to the University of Maine System’s University of Maine System’s Chief Facilities and General Service Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

[http://staticweb.maine.edu/wp-content/uploads/2015/07/APL\\_VII-A\\_20150630-FINAL.pdf?565a1d](http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d)

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

# 3.0 RESPONSE FORMAT REQUIREMENTS

## 3.1 General Format Instructions

### 3.1.1 Electronic Submissions

Documents submitted as part of the electronic response are to be prepared on standard electronic formats of 8-1/2” x 11” and of PDF file type. Submissions requiring additional supporting information, such as, foldouts containing charts,

spreadsheets, and oversize exhibits are permissible and must be submitted as Appendices, clearly numbered and referencing the Section in which they provide supporting information.

For clarity, the Respondent's name should appear on every document page, including Appendices. Each Appendix must reference the section or subsection number to which it corresponds.

### **3.1.2 Respondents Responsibility**

It is the responsibility of the Respondent to provide all information requested in the document package at the time of submission. Failure to provide information requested in this document may, at the discretion of the University's evaluation review team, result in a lower rating for the incomplete sections and may result in the response being disqualified for consideration. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

## **3.2 Response Format Instructions**

This section contains instructions for Respondents to use in preparing their response. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score.

The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response.

Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent's experience and ability to perform the requirements specified throughout this document.

### **3.2.1 Section 1 - Response Cover Page**

- 3.2.1.1 Label this response - Section 1 – UMS Response Cover Page
- 3.2.1.2 Insert Appendix A – University of Maine System Response Cover Page
- 3.2.1.3 Insert Appendix B – Debarment, Performance and Non-Collusion Certification

### **3.2.2 Section 2 - Cost Response**

- 3.2.2.1 Label this response - Section 2 – Cost Evaluation
- 3.2.2.2 Insert Appendix C – Required Cost Evaluation Exhibits

### **3.2.3 Section 3 – Specifications and Delivery Date**

- 3.2.3.1 Label this response - Section 3 – Delivery Date
- 3.2.3.2 Insert Appendix D – Specifications and Delivery Date

## Appendix A – University of Maine System Response Cover Page

RFP # 2025-021  
UMF Vehicle Purchases

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Quote – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
  - a. The Agreement provisions in **Section 1.2.1.2** of this document will not be modified and are thereby incorporated into any agreement entered into between University 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;
  - b. The above Agreement provisions in **Section 1.2.1.2** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
  - c. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
  - d. 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 UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

## Appendix B – Debarment, Performance and Non-Collusion Certification

**University of Maine System**  
**DEBARMENT, PERFORMANCE and NON-COLLUSION**  
**CERTIFICATION**  
RFP # 2025-021  
UMF Vehicle Purchases

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

## Appendix C – Required Cost Evaluation

### University of Maine System COST EVALUATION

RFP # 2025-021  
UMF Vehicle Purchases

#### **GENERAL INSTRUCTIONS:**

1. The Respondent must submit quotes for vehicles that meets or exceed the specifications in Section 1.1.4 and Appendix D. Respondents should also include detailed specifications for the vehicle. The quote must cover the entire cost of the Truck delivered to the University.
2. No costs related to the preparation of the Response for this document or to the negotiation of the Agreement with the University may be included in the Response. Only costs to be incurred after the Agreement effective date that are specifically related to the implementation or operation of contracted services may be included.
3. The University will **NOT** seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will **NOT** be given another opportunity to modify pricing once submitted.

#### **TOTAL Net Price for Vehicle Schedule 1**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 2**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 3**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 4**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 5**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 6**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

#### **TOTAL Net Price for Vehicle Schedule 7**

**Delivered to the University of Maine at Farmington:** \$ \_\_\_\_\_

## Appendix D – Specifications and Delivery Date

Respondents must fill out schedules 1-7 below for the vehicles they are submitting. Respondents are not required to submit responses for all 7 vehicles. Awards will be made on a schedule by schedule basis.

### VEHICLE SCHEDULE 1

**Directions:** *Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification.*

Seven (7) Passenger Van Specifications:

- New model year 2023, 2024, 2025
- Minimum seven (7) Person Seating
  - Vinyl seats preferred, cloth seats acceptable
- ~280 Horsepower
- FWD preferred
- Gasoline engine
- ABS
- All-speed Traction Control
- Power Steering with tilt steering column
- Automatic transmission
- Power front windows & door locks
- Complete Body Glass, all windows including rear quarter windows, deep tint privacy
- Front driver and passenger air bags, current generation, factory installed
- Air Conditioning
- Cruise control
- AM/FM Stereo with Digital Clock, factory installed
- Back-up warning alarm installed
- Floor coverings, black, rubberized vinyl preferred. If not available, then include rubberized vinyl floor mats
- Full instrumentation panel
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys
- Colors – White preferred, all other colors acceptable



Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

## VEHICLE SCHEDULE 2

The University is seeking to purchase Two (2), Seven (7) Passenger Minivans.

***Directions:*** Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification. Respondents must provide specifications for all two vehicles requested.

Seven (7) Passenger Minivan Specifications:

- New model year 2023, 2024, 2025
- Minimum seven (7) Person Seating
  - Vinyl seats preferred; cloth seats acceptable
- ~280 Horsepower
- FWD preferred
- Gasoline engine
- ABS
- All-speed Traction Control
- Power Steering with tilt steering column
- Automatic transmission
- Power front windows & door locks
- Complete Body Glass, all windows including rear quarter windows, deep tint privacy
- Front driver and passenger air bags, current generation, factory installed
- Air Conditioning
- Cruise control
- AM/FM Stereo with Digital Clock, factory installed
- Back-up warning alarm installed
- Floor coverings, black, rubberized vinyl preferred. If not available, then include rubberized vinyl floor mats
- Full instrumentation panel
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys
- Colors – White preferred, all other colors acceptable

Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**VEHICLE SCHEDULE 3**

**Directions: Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification.**

Twelve (12) Passenger Van Specifications:

- New model year 2023, 2024, 2025(Chevrolet Express / GMC Savana **OR EQUIVALENT**)
- Full Size Van
- Twelve (12) Passenger
- GVWR ~8600 lbs.
- Gasoline Engine
- Automatic Transmission
- Dual Heat / Air Conditioning
- Cruise Control
- Tilt Steering Wheel
- Standard Axle Ratio with Traction Lock or Traction Control
- 600 CCA Battery
- Backup Camera with display in dash (Rearview Mirror acceptable)
- Auxiliary Power Source
- Rear Doors – Swing-out style with Windows
- Side Doors – 2 Swing-out style hinged
- Engine Block Heater installed
- Engine Cooler, Heavy Duty, installed
- Minimum 24 Gallon Fuel Capacity
- Rubber Mats throughout
- Full instrumentation panel to include Fuel, Amp, Temperature and Oil
- Power / Keyless Locks
- Power Windows
- Dome Lights Front & Rear, Factory installed
- Radio – AM/FM with Clock
- Vinyl seats
- OE Running-Board style, door length on driver side & full length on passenger side
- Full-size Spare Tire
- Towing Package, installed
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys
- Colors – White preferred, all other colors acceptable

Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**VEHICLE SCHEDULE 4**

***Directions: Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification. Respondents must provide specifications for all five vehicles requested and a***

Twelve (12) Passenger Van Specifications:

- New model year 2023, 2024, 2025(Chevrolet Express / GMC Savana **OR EQUIVALENT**)
- Full Size Van
- Twelve (12) Passenger
- GVWR ~8600 lbs.
- Gasoline Engine
- Automatic Transmission
- Dual Heat / Air Conditioning
- Cruise Control
- Tilt Steering Wheel
- Standard Axel Ratio with Traction Lock or Traction Control
- 600 CCA Battery
- Backup Camera with display in dash (Rearview Mirror acceptable)
- Auxiliary Power Source
- Rear Doors – Swing-out style with Windows
- Side Doors – 2 Swing-out style hinged
- Engine Block Heater installed
- Engine Cooler, Heavy Duty, installed
- Minimum 24 Gallon Fuel Capacity
- Rubber Mats throughout
- Full instrumentation panel to include Fuel, Amp, Temperature and Oil
- Power / Keyless Locks
- Power Windows
- Dome Lights Front & Rear, Factory installed
- Radio – AM/FM with Clock
- Vinyl seats
- OE Running-Board style, door length on driver side & full length on passenger side
- Full-size Spare Tire
- Towing Package, installed
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys

- Colors – White preferred, all other colors acceptable

Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**VEHICLE SCHEDULE 5**

**Directions: Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification.**

Twelve (12) Passenger Van Specifications:

- New model year 2023, 2024, 2025(Chevrolet Express / GMC Savana **OR EQUIVALENT**)
- Full Size Van
- Twelve (12) Passenger
- GVWR ~8600 lbs.
- Gasoline Engine
- Automatic Transmission
- Dual Heat / Air Conditioning
- Cruise Control
- Tilt Steering Wheel
- Standard Axle Ratio with Traction Lock or Traction Control
- 600 CCA Battery
- Backup Camera with display in dash (Rearview Mirror acceptable)
- Auxiliary Power Source
- Rear Doors – Swing-out style with Windows
- Side Doors – 2 Swing-out style hinged
- Engine Block Heater installed
- Engine Cooler, Heavy Duty, installed
- Minimum 24 Gallon Fuel Capacity
- Rubber Mats throughout
- Full instrumentation panel to include Fuel, Amp, Temperature and Oil
- Power / Keyless Locks
- Power Windows
- Dome Lights Front & Rear, Factory installed
- Radio – AM/FM with Clock
- Vinyl seats
- OE Running-Board style, door length on driver side & full length on passenger side
- Full-size Spare Tire
- Towing Package, installed
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys
- Colors – White preferred, all other colors acceptable



Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**VEHICLE SCHEDULE 6**

***Directions: Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification. Respondents must provide specifications for all five vehicles requested and a***

Twelve (12) Passenger Van Specifications:

- New model year 2023, 2024, 2025(Chevrolet Express / GMC Savana **OR EQUIVALENT**)
- Full Size Van
- Twelve (12) Passenger
- GVWR ~8600 lbs.
- Gasoline Engine
- Automatic Transmission
- Dual Heat / Air Conditioning
- Cruise Control
- Tilt Steering Wheel
- Standard Axle Ratio with Traction Lock or Traction Control
- 600 CCA Battery
- Backup Camera with display in dash (Rearview Mirror acceptable)
- Auxiliary Power Source
- Rear Doors – Swing-out style with Windows
- Side Doors – 2 Swing-out style hinged
- Engine Block Heater installed
- Engine Cooler, Heavy Duty, installed
- Minimum 24 Gallon Fuel Capacity
- Rubber Mats throughout
- Full instrumentation panel to include Fuel, Amp, Temperature and Oil
- Power / Keyless Locks
- Power Windows
- Dome Lights Front & Rear, Factory installed
- Radio – AM/FM with Clock
- Vinyl seats
- OE Running-Board style, door length on driver side & full length on passenger side
- Full-size Spare Tire
- Towing Package, installed
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys

- Colors – White preferred, all other colors acceptable

Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**VEHICLE SCHEDULE 7**

***Directions: Bidders are to mark / check-off each specification to indicate that vehicle included in bid meets the specification. Respondents must provide specifications for all five vehicles requested and a***

Twelve (12) Passenger Van Specifications:

- New model year 2023, 2024, 2025(Chevrolet Express / GMC Savana **OR EQUIVALENT**)
- Full Size Van
- Twelve (12) Passenger
- GVWR ~8600 lbs.
- Gasoline Engine
- Automatic Transmission
- Dual Heat / Air Conditioning
- Cruise Control
- Tilt Steering Wheel
- Standard Axle Ratio with Traction Lock or Traction Control
- 600 CCA Battery
- Backup Camera with display in dash (Rearview Mirror acceptable)
- Auxiliary Power Source
- Rear Doors – Swing-out style with Windows
- Side Doors – 2 Swing-out style hinged
- Engine Block Heater installed
- Engine Cooler, Heavy Duty, installed
- Minimum 24 Gallon Fuel Capacity
- Rubber Mats throughout
- Full instrumentation panel to include Fuel, Amp, Temperature and Oil
- Power / Keyless Locks
- Power Windows
- Dome Lights Front & Rear, Factory installed
- Radio – AM/FM with Clock
- Vinyl seats
- OE Running-Board style, door length on driver side & full length on passenger side
- Full-size Spare Tire
- Towing Package, installed
- Spare tire mounted and secured, to match four (4) main tires preferred
- Frame to be painted with black undercoating and fully coated with long lasting rust protection, Ziebart Undercoating or equal
- Four (4) sets of keys

- Colors – White preferred, all other colors acceptable

Detail any deviations from the requested specifications above: \_\_\_\_\_

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Make, Model and Year: \_\_\_\_\_

**(Note: Please attach detailed vehicle specifications with submission)**

Exterior Color: \_\_\_\_\_

Interior Color & Fabric Type: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_