

NEW

**State of Maine****Master Agreement****Effective Date:** 09/10/19**Expiration Date:** 09/09/21**Master Agreement Description:** MA for Automatic Grease Lubricating System Patrols& Wheelers**Buyer Information**

Donny Crockett 207-624-7336 ext. Donny.Crockett@maine.gov

**Issuer Information**

Jessica Norton 207-624-8226 ext. Jessica.h.norton@MAINE.GOV

**Requestor Information**

Jessica Norton 207-624-8226 ext. Jessica.h.norton@MAINE.GOV

**Authorized Departments**17D MOTOR TRANSPORT  
17A TRANSPORTATION**Vendor Information****Vendor Line #: 1****Vendor ID**

VC1000019609

**Vendor Name**

DAIGLE &amp; HOUGHTON INC

**Alias/DBA****Vendor Address Information**

PO BOX 191

FT KENT, ME 04743

US

**Vendor Contact Information**

Ryan Daigle

207-941-9600 ext.

Rdaigle@daigleandhoughton.com

**Commodity Information**

**Vendor Line #:** 1

**Vendor Name:** DAIGLE & HOUGHTON INC

**Commodity Line #:** 1

**Commodity Code:** 05500

**Commodity Description:** Automatic Grease Lubricating System for Patrols & Wheelers

**Commodity Specifications:**

**Commodity Extended Description:** Automatic Grease Lubricating System for Patrols & Wheelers

<b>Quantity</b>	<b>UOM</b>	<b>Unit Price</b>
0.00000		\$0.00
<b>Delivery Days</b>	<b>Free on Board</b>	
30	FOB Dest, Freight Prepaid	
<b>Contract Amount</b>	<b>Service Start Date</b>	<b>Service End Date</b>
\$0.00		
<b>Catalog Name</b>	<b>Discount</b>	
DH Auto Grease	0.0000 %	
	<b>Discount Start Date</b>	<b>Discount End Date</b>
	09/10/19	09/09/21

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF BUSINESS MANAGEMENT  
DIVISION OF PROCUREMENT SERVICES**

**RFQ # 17D1907080000000000000005**

**Automatic Grease Lubricating System (2 Types)**

**Thirty-Four Thousand (34,000 lb.) GVWR T4X2 Heavy Truck (PATROL)  
Fifty-Four Thousand (54,000 lb.) GVWR T6X4 Heavy Truck (WHEELER)**

**Quotations/Responses Due: 8/7/2019** not later than 4:00 p.m. local time

**Note:** So all interested bidders receive the same information about the open bid opportunity, all questions and responses must be provided via the State of Maine's E-Procurement system: AdvantageME / Vendor Self Service (VSS). The Division of Purchases will not answer questions unless they are submitted through the VSS. All questions must be submitted no later than forty-eight (48) hours prior to closure date and time. Not all questions will be answered.

Lots/Lines	Attachments	Additional Information	Terms	Criteria	Events	<b>Q &amp; A List</b>	Amendment History	Bulletin Board
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**General Instructions on Bidder Questions**

It is the responsibility of each Bidder to examine the entire RFQ and to seek clarification by submitting questions through the Q & A List tab on the Solicitation page. Any answers to questions will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted. Additional information obtained any other way will not be valid.

**In the event that you must contact us for any other reasons than the Q & A previously mentioned**, only the Buyer listed on the Solicitation page may be contacted from the time this RFQ is issued until award notification is made. No other person/State employee is empowered to make binding statements regarding this RFQ. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

**Summary**

For this competitive Request for Quotations (RFQ) process, the State of Maine Division of Procurement Services ("Division") is acting on behalf of **The Department of Transportation** ("Requesting Department"). The Division and the Requesting Department seek quotations (also referred to as "bids" or "responses" herein) to provide the goods/services listed above. This document provides instructions and descriptions of requirements for this competitive process.

# **RFQ REQUIREMENTS**

## **1. Description of Requirements**

The following is a description of the goods and/or services sought by the State of Maine under this RFQ.

- Please see **Appendices B-1 & B-2**

## **2. Bid Contents Requirements**

In addition to the cost, delivery, and other information required in VSS, all bids should contain the following information as attachments, in the Appendices listed below:

- **Appendix A:** Bid Cover Page and Debarment Form (Pages 11-12 of this document)
- **Appendix B:** Completed Detailed Specifications for both types (B-1 & B-2)
- **Appendix D:** Municipality Political Subdivision and School District Participation Certification (Page 15 of this document)
- **Appendix E:** Certifications (Pages 16-18 of this document)
- **Appendix F:** MaineDOT Terms and Conditions (Pages 19-24 of this document)
- **Detailed Itemized Quote**
- **Product Data/Information Sheets**
- **Warranty Information**

## **3. Master Agreement Term**

In addition to any mutually agreed upon delivery dates for purchases of goods, the contract resulting from this RFQ will have a term, or “Period of Performance”, during which the contract is considered to be in effect. The anticipated contract term is defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFQ and the contracting process. The actual contract start and end dates will be established by the completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Division, at their discretion, may opt to renew the contract for two renewal periods of one year each.

The term of the anticipated contract, resulting from this RFQ, is defined as follows:

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
Initial Period of Performance	<b>8/16/2019</b>	<b>8/15/2021</b>
Renewal Period #1	<b>8/16/2021</b>	<b>8/15/2023</b>
Renewal Period #2	<b>8/16/2023</b>	<b>8/15/2024</b>

## **4. Submitting a Quotation**

- a. **Quotations Due:** Quotations must be received no later than 4:00 p.m. Eastern Standard Time (EST), on the date listed in VSS. Quotations received after the 4:00 p.m. deadline will not be accepted.

- b. **Submission Instructions:** Bidders must submit their bids in the State of Maine's electronic procurement system: Advantage "Vendor Self Service" (VSS). More information on this system can be found at the following internet link: <http://www.maine.gov/purchases/venbid/rfq.shtml>.
- c. **Multiple Quotations:** Unless specifically prohibited in Section 1 of this RFQ, Bidders are permitted to submit multiple quotations for this RFQ, offering alternative items or pricing for the State of Maine to consider in its best value determination.
- d. **Withdrawal of a Quotation:** Bidders are permitted to withdraw their own quotations up until the due date and time for receipt of quotations. To do so, a Bidder must enter the VSS system (as referenced above), identify and open their submitted quotation located in the Solicitation Responses tab, and click the "Withdraw" button found at the bottom of the screen. Quotations cannot be withdrawn after the due date and time for receipt of quotations.
- e. **Attachments:** Any attachments provided with the Advantage VSS bid submission must be in MS Word, MS Excel, or Adobe (.pdf) format, unless otherwise specified in Section 1 of this RFQ. Vendors are encouraged to submit supporting documentation that aid the requesting department in understanding how the bid conforms to the requirements. **The VSS attachment file size limit is 2Mb.** Please contact the buyer for this RFQ if you must submit attachment files larger than this.
- f. **Vendor specifications:** Unless otherwise stated in this RFQ document, limited specification information will be required upon submission of a bid in response to this RFQ. However, a Bidder's response should include an affirmative statement that their bid complies with all requirements of this RFQ, unless the Bidder specifically addresses how its bid differs from the specifications, and why the differences should be deemed acceptable by the State.

## 5. **General Instructions**

- a. The Bidder must submit a cost quotation response that covers the goods and term of the contract, including any optional renewal.
- b. The cost quotation shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFQ requirements.
- c. Failure to provide the requested information may result in the exclusion of the quotation from consideration, at the discretion of the Division.
- d. No costs related to the preparation of the quotation for this RFQ or to the negotiation of the contract with the Department may be included in the quotation.
- e. The State is exempt from the payment of Federal, State and local Taxes on articles not for resale. Please provide quotations that do not include these taxes. Upon application, an exemption certificate can be furnished by the State at the point of contract finalization.

## 6. **Quotation Evaluation and Selection**

Evaluation of the submitted quotations shall be accomplished as detailed below:

- a. State of Maine RFQ documents are evaluated on a **Best Value** basis. The term "Best Value" may take into consideration the qualities of the goods or services to be supplied, their conformity with the specifications listed in the RFQ, the purposes for which they are required, the date of delivery, and the best interest of the State. Once the goods or services have been determined to conform to the specifications then the Division will make its award decision based on the lowest price among the Bidders. Delivery days can be a factor in awarding.
- b. The State reserves the right to not make an award to the lowest price bidder when that bidder has had documented poor performance and/or a contract terminated or not renewed within the last five years.

- c. At the discretion of the Division, if a Bidder's submission is deemed to not conform to the specifications listed in the RFQ, or otherwise not conform to the requirements of the RFQ, then that Bidder's submission may not be considered for contract award.
- d. In the event that no Bidder submission conforms to the specifications of this RFQ, then the Division may choose not to make any award. Alternatively, the Division may make an award to the Best Value Bidder whose specifications most closely meet the specifications of this RFQ. For example, if there are five specification requirements, and two responses are received with one Bidder meeting four requirements, and one bidder meeting three requirements, then the Division, at its discretion, may make a contract award to the Bidder meeting four requirements.
- e. If the specifications provided with this RFQ are of a technical nature, then the Division's RFQ Coordinator, at his or her discretion, may seek to use an evaluation team comprised of subject matter experts, end-users from the Requesting Department, or other State Department representatives. In such a case, the evaluation team will judge the merits of the quotations received in accordance with the best value criteria defined in the RFQ.

## **7. Negotiations**

- a. No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their Best Value pricing with the submission of their quotation.
- b. The Division reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of goods and services as presented in the selected quotation. Such negotiations may not significantly vary the content, nature or requirements of the quotation or the RFQ to an extent that may affect the price of goods or services requested. The Division reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the quotation submitted in response to the RFQ.
- c. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFQ, at its sole discretion.

# **TERMS AND CONDITIONS FOR RFQ AND CONTRACT**

## **PART I GENERAL INFORMATION ON RFQs**

### **A. Purpose and Background**

The State of Maine (“State”) Department of Administrative and Financial Services (“Department”), Bureau of Business Management (“Bureau”), Division of Procurement Services (“Division”) acts as the purchasing agent on behalf of all Executive Departments and other agencies within State Government. For this competitive Request for Quotations (RFQ) process, the Division is acting on behalf of the Requesting Department listed on the cover page. The Division and the Requesting Department seek quotations (also referred to as “bids” or “responses” herein) to provide the goods/services as defined above in Section 1 of this document. This document provides instructions for submitting quotations, the procedure and criteria by which the Bidder(s) will be selected, and the contractual terms which will govern the relationship between the State and the awarded Bidder(s). Following Bidder selection and upon reaching a mutual agreement, the State and the selected Bidder will enter into a contract – taking the form of a State of Maine Master Agreement or Buyer Purchase Order (all generally referred to as “contract” herein), as applicable.

### **B. General Provisions**

1. Issuance of this RFQ does not commit the Division or the Requesting Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFQ. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All responses to this RFQ should adhere to the instructions and format requirements outlined in this RFQ and all written supplements and amendments (such as the Division’s answers to the Bidders’ questions submitted through the VSS), as issued by the Division. Responses are to follow the format and respond to all questions and instructions specified above in the “Submitting a Quotation” section of this RFQ.
3. Bidders shall take careful note that in evaluating a quotation submitted in response to this RFQ, the Department may consider materials provided in the quotation, information obtained through interviews/presentations (if any), and internal information of previous contract history between the Division and the Bidder (if any). The Division also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder’s experience and capabilities, if needed. All responses to this RFQ shall be considered to be authorized to legally bind the Bidder, and if selected for award, shall contain or be considered to contain a statement that the quotation and the pricing contained therein will remain valid and binding for a period of at least 180 days from the date and time of the bid opening.
4. The RFQ and the selected Bidder’s quotation, including all appendices or attachments, may be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFQ will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).  
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
6. The Division, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in quotations received in response to this RFQ.
7. The Division reserves the right to authorize other State Departments to use the contract(s) resulting from this RFQ, if it is deemed to be beneficial for the State to do so.

8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

### **C. Eligibility to Submit Bids**

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to State of Maine Requests for Quotations.

### **D. Delivery Terms**

For the purchase of goods, the Division and selected Bidder will decide upon a delivery date in accordance with the State's requirements and the terms offered in the Bidder's quotation. *Unless stated otherwise in Section 1 of this RFQ, all deliveries are expected with shipping terms of "Free on Board (FOB) – Destination"*. The State intends for this to mean that all goods shall be priced in the bid response to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

### **E. Alternate Bids and Approved Equals**

When, in bid forms and specifications, an article or material is identified by using a trade name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted with the identification, is implied. Any Bidder that seeks to propose an alternate item from what is specified in this RFQ should refer to State of Maine Statute 5 MRSA §1825-B, for "Bids, awards and contracts", found here: <http://www.mainelegislature.org/legis/statutes/5/title5sec1825-B.html>

### **F. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this RFQ may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFQ 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.



## **PART II      CONTRACT ADMINISTRATION AND CONDITIONS**

### **A.    Contract Document**

The successful Bidder will be required to execute a contract in the form of a State of Maine Buyer Purchase Order, Contract Agreement to Purchase Services or State of Maine Master Agreement.

The Standard Terms and Conditions used with the aforementioned contract types may be found on the Division of Procurement Services' website at the following link:

[http://www.maine.gov/purchases/info/forms/BPO\\_General\\_Terms.doc](http://www.maine.gov/purchases/info/forms/BPO_General_Terms.doc)

In the event that the State of Maine's Standard Terms and Conditions or RFQ provisions do not otherwise cover contractual scenarios that are specific to the goods or services being purchased under this RFQ, then the State is willing to consider a Bidder's standard terms and conditions. Consideration or use of a Bidder's standard terms and conditions shall only occur under the general agreement that in the event of a conflict, the State of Maine's Standard Terms and Conditions and RFQ provisions shall take precedence.

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services' website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

### **B.    Independent Capacity**

In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

### **C.    Payments and Other Provisions**

The State anticipates paying the selected Bidder for goods and services received, on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFQ.

The State of Maine reserves the right to pay for goods purchased through this solicitation by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Bidders are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

"9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means

## 1.0 **MaineDOT GENERAL REQUIREMENTS**

The following requirements and conditions shall be considered an essential part of the specifications and proposal.

1. Purchase of the Automatic Grease Lubricating System is subject to a Financial Assistance Agreement between the Department and the U.S. Department of Transportation.
2. All equipment bids must conform to the final approved specifications and all Federal and State laws, regulations and standards. Where these specifications and Federal and/or State laws conflict, the requirements of the Federal and/or State laws shall prevail.

### **APPLICABLE REGULATIONS: SEE CERTIFICATIONS REQUIRED**

3. Equipment and component parts must be of the highest quality and workmanship available in the various trades and of substantial, durable, and safe construction. In all cases materials and construction of the equipment must be furnished as specified but when brand names are used in the specifications, the term “approved equal” is implied and will be considered.
4. No advantage shall be taken by the equipment manufacturer or bidder in the omission of parts or details required to make the equipment complete and ready for service even though such parts or details may not be mentioned in these specifications. All units or parts not herein contained or specified shall be manufacturer’s standard. All parts shall be new. In no case will used, reconditioned, or obsolete parts be accepted. Insofar as possible, parts and equipment in any one vehicle shall be a duplicate in manufacture, design and construction and shall be interchangeable with parts and equipment in any other equipment in the proposal.
5. The bidder shall furnish descriptive literature for the equipment being bid. This material shall be mailed along with completed documents (certifications).
6. The price quoted in any proposal shall include all items of labor, material, tools, equipment, delivery and other costs necessary to fully complete the delivery of equipment pursuant to these specifications.
7. The Division of Procurement Services/MaineDOT reserves the right to accept any quote or reject any or all quotes for any reason, including, but not limited to, the following reasons:

Quotes which take exception to the specifications without approval pursuant to (Section 3.9 Specification Certification) of the Invitation to Quote.

High lifecycle operating and maintenance costs based on evaluation of equipment performance, warranty data, and local availability of service and parts pursuant to (Section 3.4 Certification Vehicle Performance & Warranty Data).

Quotes considered not responsive due to lack of required certificates and information required in (Section 3.0 Certifications).

The Division of Procurement Services/MaineDOT reserves the right to award the Contract to the lowest responsible bidder, best value consideration, and however is in the best interest of the State of Maine.

The Division of Procurement Services and the Department reserve the right to evaluate specifications and alternates and determine equivalency.

8. Bidder shall submit the earliest possible delivery date with this Quote.  
**Earlier delivery dates will be given consideration during the quote selection process. In addition, penalties may be assessed for late delivery pursuant to Section F of Appendix F.**

## **2.0 MaineDOT INSTRUCTIONS TO BIDDERS**

**SCOPE:** The Division of Procurement Services is requesting bids on behalf of MaineDOT Fleet Services for 2 types of Automatic Grease Lubricating Systems for 34,000 GVW T4X2 HVY SNOW PLOW CHASSIS and 54,000 GVW T6X4 HVY SNOW PLOW CHASSIS. MaineDOT Fleet Services requires a staggered delivery schedule, anticipating 2 to 3 trucks per month for a period of 24 months. After the contract(s) have been awarded, a firm schedule detailing the number of units and types of units that will be expected each month will be established for the first twelve months. A Purchase Order for the first 12 months of the 24-month cycle will be awarded to the successful bidder(s) after bid evaluation.

**CONTRACT PERIOD:** 2 years from the date of the award.

**PRICES:** Prices are expected to remain firm for the 24-month contract period.

### **BASE PRICE CALCULATION PRODUCER PRICE INDEX ESCALATOR**

Automatic Grease Lubricating Systems shall be at the prices quoted. These prices shall remain firm/fixed for any orders issued by MaineDOT within a period of two (2) years of contract award. The price(s) of any heavy trucks ordered by MaineDOT after the initial two (2) year firm/fixed price period shall be that quoted (Base Order Prices) plus/minus any change which will be calculated based on the following formula which utilizes the U.S. Department of Labor/Bureau of Labor Statistics Producer Price Index (“PPI”) **Category 333913, “Measuring and Dispensing Pumps Mfg”**. The change in this index will be used to adjust the Base Order Prices. However, in no event will the price(s) for any purchase order release exceed, by more than five percent (5%) increase over the remaining three (3) years of the five (5) year contract.

#### **Simple Percentage Method.**

One method of price adjustment is to have the base price changed by the same percentage as the percent change in a selected PPI. To illustrate, suppose that a contract escalation clause called for using the intermediate demand PPI titled Materials and components for manufacturing, not seasonally adjusted. Also suppose that the value of this index was 178.4 for December 2010, the month that corresponds with the base price for escalation, \$1,000 per unit. Twelve months later, when December 2011 data were released and the first stipulated price adjustment was to be made, the index value for December 2011, published mid-January 2012, was 187.7. The percent change represents an increase of 5.2 percent in the index for Materials and components for manufacturing and a \$52 per unit increase in the price for the escalated product. (See below.)

Index at time of calculation, December 2011: ..... 187.7  
Divided by index at time base price was set, December 2010: ..... 178.4  
Equals ..... 1.052

Base price .....	\$1,000
Multiplied by .....	1.052
Equals adjusted price .....	\$1,052

All future releases, including the equipment modification(s), will be priced based upon the new revised Base Award Price.

**Note: This is an example only to indicate how the PPI Calculated Pricing will be determined for Option Year Orders.**

**NOTE:** The State of Maine reserves the right to evaluate alternates and determine equivalency.

**ORDERING PROCEDURE:** Delivery Order(s) will be issued upon award for the determined number of units and accessories to be purchased. At any time during the contract period if it is determined that more units are needed; the awarded Purchase Order(s) will be amended to reflect the new quantity and price.

Upon award of bid and before delivery of vehicles or equipment MaineDOT must receive a complete list of parts containing part description, manufacturers part number etc. for the entire vehicle or equipment including any or all accessories which are supplied as part of the bid. This does not relieve the bidder from supplying repair or other manuals as required in the individual specification.

**CANCELLATION OF CONTRACT:** The State of Maine Division of Procurement Services reserves the right to cancel a contract with a thirty-day written notice or cancel immediately if the contractor does not conform to terms and conditions of contract.

## Appendix A

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**BID COVER PAGE and DEBARMENT FORM**

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

By signing below Bidder affirms:

- Their bid complies with all requirements of this RFQ;
- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
- That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal;
- That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Name:	Title:
Authorized Signature:	Date:

## Debarment, Performance, and Non-Collusion Certification

*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 Bidder's proposal, at the discretion of the Department.**

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

Name:	Title:
Authorized Signature:	Date:

## Appendix B

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

DETAILED SPECIFICATIONS

RFQ # 17D1907080000000000000005

**Please see individual specifications attached to this RFQ for each of the 2 types of trucks, as per below:**

Commodity Line #1: 34,000 GVWR T4X2 HVY SNOW PLOW CHASSIS Patrol

Commodity Line #2: 54,000 GVWR T6X4 HVY SNOW PLOW CHASSIS Wheeler

## Appendix C

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

**COST RESPONSE**

RFQ # 17D1907080000000000000005

**Automatic Grease Lubricating System (2 Types)**

All responses to this RFQ will require a cost quotation response, in a format selected by the State of Maine. That format is described below.

*Prices are to be net including transportation charges fully pre-paid by the contractor, FOB destination and include all installation costs (unless asking for item(s) only).*

**Please download this document to your desktop, fill out required sections, and attach to your response in VSS, along with requested documents. (Attachment maximum size is 2mb each!) For your electronic response in VSS, please put the total price of each type unit in the corresponding unit price field and enter the delivery days.**

**REQUESTED RETURNED DOCUMENTS:**

- **Appendix A:** Bid Cover Page and Debarment Form (Pages 11-12 of this document)
- **Appendix B:** Completed Detailed Specifications for both types (B-1 & B-2)
- **Appendix D:** Municipality Political Subdivision and School District Participation Certification (Page 15 of this document)
- **Appendix E:** Certifications (Pages 16-18 of this document)
- **Appendix F:** MaineDOT Terms and Conditions (Pages 19-24 of this document)
- **Detailed Itemized Quote**
- **Product Data/Information Sheets**
- **Warranty Information**

**Please include F.O.B. Destination shipping/delivery in your bid pricing!**

**All attachments must be smaller than 2MB in size**



## Appendix D

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION  
CERTIFICATION**

**RFQ # 17D1907080000000000000005**

**Automatic Grease Lubricating System (2 Types)**

The Division of Procurement Services is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

Yes

Yes, with conditions as follows:

No

**Name of Company:**

**Address:**

**Signature:** \_\_\_\_\_

**Date:**

## Appendix E

### RFQ # 17D1907080000000000000005

#### Automatic Grease Lubricating System (2 Types)

#### CERTIFICATIONS

##### 1.0 NONCOLLUSION BIDDING CERTIFICATION

By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any other matter relating to such prices with any other Bidder or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and,
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

Dated

Printed name of Person Bidding

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

Title

##### 2.0 EQUIPMENT PERFORMANCE AND WARRANTY DATA

The information provided on this form will be used in determining operating costs of the equipment. Bidder must complete this form and submitted with bid. Bids received without this information will be considered non-responsive to the bid.

##### 1. EQUIPMENT:

2. **DESCRIBE THE PROCESS FOR THE SUBMISSION OF WARRANTY CLAIMS FOR REIMBURSEMENT OUTLINED AND SUBMITTED WITH THE BID. (written process to follow for reimbursement of warranty claims)**
3. **EQUIPMENT INFORMATION:**
- YEAR:           EQUIPMENT MAKE:
- EQUIPMENT MODEL:
4. **MANUFACTURER’S RECOMMENDED PREVENTATIVE MAINTENANCE SCHEDULE MUST BE PROVIDED**
5. **BASIC EQUIPMENT WARRANTY DESCRIPTION**
6. **NAME/LOCATION OF REPAIR FACILITY(S)** (BOTH AUTHORIZED WARRANTY, PARTS & SERVICE PER REQUESTED LOCATION). It is desired that at least one facility is located within 75-mile radius each region headquarters: Scarborough, Augusta, Dixfield, Bangor and Presque Isle.

WARRANTY AND SERVICE FACILITIES

ADDRESS 1:  
ADDRESS 2:  
ADDRESS 3:  
ADDRESS 4:  
ADDRESS 5:

CONTACT NAME:                   TELEPHONE:

EQUIPMENT PARTS PROVIDER:

ADDRESS:

CONTACT NAME:                   TELEPHONE:

Attach written explanation describing the locations of the facilities, the contact name and number at each facility, the times the facilities will be available for use, the qualifications of the staff at the facilities and how the vendor will provide warranty and service at these service facilities.

Bidder certifies that they have service facilities in Maine, staffed with trained service technicians and stocked with repair parts for the equipment which is bid.

This form must be reproduced and completed for any additional equipment warranty/facility information.

Dated

\_\_\_\_\_  
Signature

Print Name

Company Name

### **3.0 SPECIFICATION COMPLIANCE**

The bidder hereby certifies that the equipment(s) being bid in response to this invitation meet or exceed these specifications and that where a deviation from the specifications exists, the bidder has obtained written approval of those exceptions prior to submitting this bid.

If a conflict exists between these specifications and Federal and/or State laws, the Federal and/or State laws shall prevail and the bidder must alert the purchaser to any such conflicts.

Dated

Printed name of Person Bidding

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

Title

**RFQ # 17D1907080000000000000005**

**Automatic Grease Lubricating System (2 Types)**

**MaineDOT TERMS AND CONDITIONS**

**A. AGREEMENT**

The Vendor shall deliver the equipment ordered in accordance with this Agreement and governed by these Terms and Conditions.

**B. INDEPENDENT CAPACITY**

In providing the equipment under the Agreement, the Vendor shall act independently and not as an agent of the State of Maine.

**C. STATUS REPORTS**

Prior to the start of work, the Vendor shall furnish MaineDOT with a proposed progress schedule in MaineDOT's standard format. The Vendor will outline the various phases of work that will need to be completed in order to meet the schedule set forth by MaineDOT.

During equipment assembly, the successful bidder shall submit to MaineDOT's Fleet Representative, a Monthly Status Report of accomplishments from the preceding month. The progress report shall be used to keep team members and MaineDOT's Fleet Representative informed about project status and issues. Information will include:

- a. A written statement describing the work accomplished during the period and to date.
- b. An estimate of the percentage of work completed within the specified services.
- c. Any information needed from MaineDOT to complete the project and avoid delays.
- d. The successful bidder's action plan to remedy and address any non-conforming or unacceptable work submitted to Department.
- e. Document anticipated problems and possible solutions.

These progress reports shall be submitted to MaineDOT on a **monthly basis**. Failure to submit could result in non-payment of the invoice, or be considered as a default, and shall be recorded in the Vendor's Performance Evaluation. If work is temporarily delayed, the Vendor may suspend submittal of the monthly progress reports with written approval from MaineDOT. The Vendor shall be responsible for addressing any action that may be required to keep the project on schedule.

MaineDOT shall have a period of 15 business days after receipt of the submissions to complete the review and make any necessary comments. Following the review, the Vendor will make any revisions and corrections requested by MaineDOT.

#### **D. PAYMENT AND OTHER PROVISIONS**

MaineDOT anticipates paying the selected Vendor for goods and services received, on the basis of net 30 payment terms following acceptance of the equipment, the receipt of an acceptable title and required documents, and an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains the State of Maine Agreement number, correct pricing information relative to the Agreement, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the Agreement.

MaineDOT reserves the right to pay for the equipment purchased by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Vendors are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

“9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means.”

#### **E. WARRANTY**

For a period of one (1) year following equipment delivery and acceptance (the “Warranty period”), Vendor unconditionally warrants and guarantees that the equipment shall be free from defects in parts and workmanship. If MaineDOT discovers any defects during the Warranty period, the Vendor’s obligation will be to repair or replace the equipment or refund the purchase price, at MaineDOT’s sole option subject to the following requirements as applicable:

- Replacement will be with new equipment matching the specifications within this Agreement.
- Reimbursement will be for the total purchase price of the equipment including the cost of returning the equipment.
- All Repairs including the cost of transporting the equipment will be borne by the Vendor. All repairs will be warranted free from defects in parts and workmanship for a one year period following the repair.

The Vendor hereby assigns to MaineDOT the right to enforce all manufacturer’s warranties or guarantees on the equipment.

The Vendor agrees that the warranty obligations provided by this Agreement shall be reported as an outstanding obligation in the event of bankruptcy, dissolution, or the sale, merger, or cessations of operations of the Vendor.

In the event of a breach of Vendor’s warranty obligations, MaineDOT shall notify Vendor in writing of the breach and grant Vendor 30 days to cure the breach. Should Vendor fail to cure the breach, MaineDOT may pursue whatever remedies may be available.

#### **F. DAMAGES**

Time is of the essence in the delivery of the equipment specified herein, and in event of delay(s) in the delivery of the equipment beyond the date set forth in the Agreement, or beyond authorized extensions thereof MaineDOT may impose liquidated damages. Because it is difficult to determine the actual amount of the damage by reason of such delay it is therefore agreed that the Vendor will pay the sum of **five hundred twenty-five dollars (\$525.00)** per unit for each calendar day(s) delay in delivery as liquidated damages and not as a penalty.

These damages shall be deducted from any monies due, or which may thereafter become due to the Vendor

or may be recovered by through any lawful means.

#### **G. SET-OFF RIGHTS**

MaineDOT shall have all of its common law, equitable and statutory rights of set-off.

#### **H. FORCE MAJEURE**

Either party may be excused from performance under this Agreement to the extent the failure to perform is caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, and freight embargos, or other causes beyond the party's reasonable control. In the event of such event of force majeure, the affected party shall provide the other party written notice of the cause of delay within fifteen (15) days from the beginning of any such delay. The time of performance shall be excused to extent of the duration of any such event of force majeure, or such period of time as may be mutually agreed upon by the parties.

#### **I. INDEMNIFICATION**

The Vendor shall indemnify and hold harmless MaineDOT and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Vendor, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Vendor shall not be liable for claims arising out of the negligent acts or omissions of MaineDOT, or for actions taken in reasonable reliance on written instructions of MaineDOT.

This indemnification provision shall survive any termination or expiration of the Agreement.

#### **J. DEFAULT, TERMINATION**

- i. MaineDOT reserves the right to terminate this Agreement or any part hereof, for its sole convenience. Thirty (30) days advance written notice shall be provided in the case of a termination for convenience. In the event of such termination, Vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Vendor shall be paid for all work on a percentage completed basis, as mutually agreed upon by the parties, up to the date of termination under this Paragraph 14.A.
- ii. MaineDOT shall have the right to terminate this Agreement in the event of a material breach or default by Vendor of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by Vendor of written notice of such breach from MaineDOT. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then Vendor shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided Vendor has exercised reasonable commercial efforts and taken appropriate action to begin cure of the breach or default within the initial thirty (30) day cure period.
- iii. MaineDOT shall have the right to terminate this Agreement immediately upon written notice to Vendor in the event (i) Vendor, or any director, officer or employee of Vendor assigned to this Project is convicted of a criminal offense directly related to information technology services; or (ii)

proceedings in bankruptcy are commenced against Vendor or if a receiver is appointed and such case or proceeding shall continue undismissed, or unstayed and in effect, for a period of one hundred twenty (120) days. Notwithstanding the foregoing, if a conviction of an employee assigned to this Project, officer or director, relates to individual and/or personal actions of such employee, officer or director and not the policy or directive of Vendor and, upon such conviction, Vendor shall terminate or otherwise remove such employee, officer or director and take such other steps to reasonably ensure the propriety of Vendor' delivery of information technology services, then MaineDOT shall not have a right to terminate this Agreement pursuant to the foregoing clause (i) of this Section 14 (C).

- iv. Vendor shall have the right to terminate this Agreement in the event of a material breach or default by MaineDOT of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by MaineDOT of written notice of such breach from Vendor. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then MaineDOT shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided MaineDOT has exercised reasonable commercial efforts and taken appropriate actions to begin cure of the breach or default within the initial thirty (30) day cure period.
- v. Vendor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

#### **K. DELIVERY AND ACCEPTANCE**

Time is of the essence in the delivery of the equipment. The Vendor shall execute the work continuously and diligently. Delivery of the units shall occur in accordance with the terms and conditions outlined in the resulting Agreement.

- i. Production of the units shall be conducted as a continuous production with no breaks or inserts of other orders or types of equipment.
- ii. Delivery shall be restricted to Monday through Friday, between the hours of 8 AM and 4 PM.
- iii. The Vendor will contact MaineDOT Fleet Services 24 hrs. prior to delivery with an estimated time of arrival.
- iv. Units furnished under this Agreement shall be delivered in first class condition, complete and ready for operation, and the Vendor shall assume all costs, responsibilities, and risk of loss related to damage that may have occurred in the delivery of the units.
- v. When units are delivered, certificates or releases signed by representatives of MaineDOT Fleet Services are understood to be a simple acknowledgment of receipt of the units only, and will NOT constitute an acceptance of the condition of the units or their conformance with the terms and conditions of the Agreement specifications.



- vi. Upon delivery, MaineDOT may conduct such tests as may be required to determine to its own satisfaction that the units appear to be in conformance with the terms, conditions, and requirements of the Agreement specifications.

Acceptance shall occur following final inspection by authorized employees of MaineDOT Fleet Service, receipt of the titles and all requested documentation. The Vendor will be notified, in writing, of acceptance/non-acceptance within fifteen calendar (15) days of delivery to the location specified in this Agreement.

## **L. RIGHT TO SUSPEND WORK**

MaineDOT has the right to suspend any or all work at any time for any reason as it deems necessary. Consultant may receive payment for the portion of services completed through the date of suspension.

## **M. COPYRIGHT AND LICENSES - PATENTS AND COPYRIGHTS**

Data and publication rights to any documents, produced under the terms of Agreement are the property of MaineDOT. The Vendor shall not copyright the material produced under the terms of the Agreement without written approval of MaineDOT, except to the extent necessary to protect its rights pursuant to the following paragraph.

The Parties to this Agreement mutually agree that, if patentable discoveries, intellectual property and software, or inventions should result from work described therein, all rights accruing from such discoveries or inventions shall be the sole property of MaineDOT.

## **N. CLAIMS AND DISPUTES**

### **General**

To preserve any claim arising out of the Agreement, the Parties shall comply with and exhaust all provisions of this Section. Unless otherwise agreed to in writing, the Vendor shall continue to perform its services during any dispute resolution process. If the Vendor continues to perform, MaineDOT shall continue to make payments in accordance with the Agreement of amounts not in dispute.

### **Negotiation with MaineDOT's Fleet Representative**

The Vendor shall promptly notify MaineDOT's Fleet Representative, or their designee, in writing, of disputes that could significantly affect scope, schedule or compensation. After such notice, the Vendor and MaineDOT's Fleet Representative shall promptly negotiate in good faith to resolve the dispute. MaineDOT's Fleet Representative will promptly issue a decision.

### **Review by Director**

If the Vendor desires a review of MaineDOT's Fleet Representative's decision, then the Vendor shall promptly request in writing that MaineDOT's Director of the applicable Bureau or Office review the Fleet Representative's decision. The Director or its designee(s) shall promptly notify the Vendor in writing of the result of the review.

### **Dispute Resolution**

If the dispute remains unresolved after negotiation and review as set forth above, the Parties may proceed to mediation by selecting a mediator acceptable to both.

If the Parties are unable to resolve the dispute through mediation, either party may seek judicial review through a civil action commenced in the Superior Court of Maine, Kennebec County.

## **O. CONTROLLING LAWS**

The Agreement referred to in these Terms and Conditions is governed by the applicable laws of the Federal Government and the State of Maine.

### **Laws to Be Observed**

The Vendor shall comply with all applicable Federal, State and local laws, rules, regulations, orders, and ordinances affecting the work including, without limitation all environmental, wage, labor, equal opportunity, safety, patent, copyright, or trademark laws. The Vendor shall indemnify MaineDOT and hold MaineDOT harmless against any and all claims or liabilities arising from or based upon the violation or alleged violation of any such Law caused directly or indirectly by or through the Vendor.

## **P. ENTIRE AGREEMENT/BINDING EFFECT/MODIFICATION/ASSIGNMENT**

This Agreement sets forth the entire agreement of the parties with regard to the subject herein. This Agreement may not be modified except by a written amendment executed by both parties.

Neither MaineDOT nor the Vendor may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written Consent To Assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Agreement.

## **Q. SEVERABILITY**

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

## **R. NON-WAIVER**

If MaineDOT fails or refuses to enforce any provision in the Agreement that shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.

**Name of Company:**

**Address:**

**Signature:** \_\_\_\_\_

**Date:**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF BUSINESS MANAGEMENT  
DIVISION OF PROCUREMENT SERVICES**

**RFQ # 17D19070800000000000005**

**Automatic Grease Lubricating System (2 Types)**

**Thirty-Four Thousand (34,000 lb.) GVWR T4X2 Heavy Truck (PATROL)  
Fifty-Four Thousand (54,000 lb.) GVWR T6X4 Heavy Truck (WHEELER)**

**Quotations/Responses Due: 8/7/2019 not later than 4:00 p.m. local time**

**Note:** So all interested bidders receive the same information about the open bid opportunity, all questions and responses must be provided via the State of Maine's E-Procurement system: AdvantageME / Vendor Self Service (VSS). The Division of Purchases will not answer questions unless they are submitted through the VSS. All questions must be submitted no later than forty-eight (48) hours prior to closure date and time. Not all questions will be answered.

<a href="#">Lots/Lines</a>	<a href="#">Attachments</a>	<a href="#">Additional Information</a>	<a href="#">Terms</a>	<a href="#">Criteria</a>	<a href="#">Events</a>	<b><a href="#">Q &amp; A List</a></b>	<a href="#">Amendment History</a>	<a href="#">Bulletin Board</a>
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**General Instructions on Bidder Questions**

It is the responsibility of each Bidder to examine the entire RFQ and to seek clarification by submitting questions through the Q & A List tab on the Solicitation page. Any answers to questions will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted. Additional information obtained any other way will not be valid.

**In the event that you must contact us for any other reasons than the Q & A previously mentioned**, only the Buyer listed on the Solicitation page may be contacted from the time this RFQ is issued until award notification is made. No other person/State employee is empowered to make binding statements regarding this RFQ. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.

**Summary**

For this competitive Request for Quotations (RFQ) process, the State of Maine Division of Procurement Services ("Division") is acting on behalf of **The Department of Transportation** ("Requesting Department"). The Division and the Requesting Department seek quotations (also referred to as "bids" or "responses" herein) to provide the goods/services listed above. This document provides instructions and descriptions of requirements for this competitive process.

## **RFQ REQUIREMENTS**

### **1. Description of Requirements**

The following is a description of the goods and/or services sought by the State of Maine under this RFQ.

- Please see **Appendices B-1 & B-2**

### **2. Bid Contents Requirements**

In addition to the cost, delivery, and other information required in VSS, all bids should contain the following information as attachments, in the Appendices listed below:

- **Appendix A:** Bid Cover Page and Debarment Form (Pages 11-12 of this document)
- **Appendix B:** Completed Detailed Specifications for both types (B-1 & B-2)
- **Appendix D:** Municipality Political Subdivision and School District Participation Certification (Page 15 of this document)
- **Appendix E:** Certifications (Pages 16-18 of this document)
- **Appendix F:** MaineDOT Terms and Conditions (Pages 19-24 of this document)
- **Detailed Itemized Quote**
- **Product Data/Information Sheets**
- **Warranty Information**

### **3. Master Agreement Term**

In addition to any mutually agreed upon delivery dates for purchases of goods, the contract resulting from this RFQ will have a term, or "Period of Performance", during which the contract is considered to be in effect. The anticipated contract term is defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFQ and the contracting process. The actual contract start and end dates will be established by the completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Division, at their discretion, may opt to renew the contract for two renewal periods of one year each.

The term of the anticipated contract, resulting from this RFQ, is defined as follows:

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
Initial Period of Performance	8/16/2019	8/15/2021
Renewal Period #1	8/16/2021	8/15/2023
Renewal Period #2	8/16/2023	8/15/2024

### **4. Submitting a Quotation**

- a. **Quotations Due:** Quotations must be received no later than 4:00 p.m. Eastern Standard Time (EST), on the date listed in VSS. Quotations received after the 4:00 p.m. deadline will not be accepted.

- b. **Submission Instructions:** Bidders must submit their bids in the State of Maine's electronic procurement system: Advantage "Vendor Self Service" (VSS). More information on this system can be found at the following internet link: <http://www.maine.gov/purchases/venbid/rfq.shtml>.
- c. **Multiple Quotations:** Unless specifically prohibited in Section 1 of this RFQ, Bidders are permitted to submit multiple quotations for this RFQ, offering alternative items or pricing for the State of Maine to consider in its best value determination.
- d. **Withdrawal of a Quotation:** Bidders are permitted to withdraw their own quotations up until the due date and time for receipt of quotations. To do so, a Bidder must enter the VSS system (as referenced above), identify and open their submitted quotation located in the Solicitation Responses tab, and click the "Withdraw" button found at the bottom of the screen. Quotations cannot be withdrawn after the due date and time for receipt of quotations.
- e. **Attachments:** Any attachments provided with the Advantage VSS bid submission must be in MS Word, MS Excel, or Adobe (.pdf) format, unless otherwise specified in Section 1 of this RFQ. Vendors are encouraged to submit supporting documentation that aid the requesting department in understanding how the bid conforms to the requirements. **The VSS attachment file size limit is 2Mb.** Please contact the buyer for this RFQ if you must submit attachment files larger than this.
- f. **Vendor specifications:** Unless otherwise stated in this RFQ document, limited specification information will be required upon submission of a bid in response to this RFQ. However, a Bidder's response should include an affirmative statement that their bid complies with all requirements of this RFQ, unless the Bidder specifically addresses how its bid differs from the specifications, and why the differences should be deemed acceptable by the State.

## 5. **General Instructions**

- a. The Bidder must submit a cost quotation response that covers the goods and term of the contract, including any optional renewal.
- b. The cost quotation shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFQ requirements.
- c. Failure to provide the requested information may result in the exclusion of the quotation from consideration, at the discretion of the Division.
- d. No costs related to the preparation of the quotation for this RFQ or to the negotiation of the contract with the Department may be included in the quotation.
- e. The State is exempt from the payment of Federal, State and local Taxes on articles not for resale. Please provide quotations that do not include these taxes. Upon application, an exemption certificate can be furnished by the State at the point of contract finalization.

## 6. **Quotation Evaluation and Selection**

Evaluation of the submitted quotations shall be accomplished as detailed below:

- a. State of Maine RFQ documents are evaluated on a **Best Value** basis. The term "Best Value" may take into consideration the qualities of the goods or services to be supplied, their conformity with the specifications listed in the RFQ, the purposes for which they are required, the date of delivery, and the best interest of the State. Once the goods or services have been determined to conform to the specifications then the Division will make its award decision based on the lowest price among the Bidders. Delivery days can be a factor in awarding.
- b. The State reserves the right to not make an award to the lowest price bidder when that bidder has had documented poor performance and/or a contract terminated or not renewed within the last five years.

- c. At the discretion of the Division, if a Bidder's submission is deemed to not conform to the specifications listed in the RFQ, or otherwise not conform to the requirements of the RFQ, then that Bidder's submission may not be considered for contract award.
- d. In the event that no Bidder submission conforms to the specifications of this RFQ, then the Division may choose not to make any award. Alternatively, the Division may make an award to the Best Value Bidder whose specifications most closely meet the specifications of this RFQ. For example, if there are five specification requirements, and two responses are received with one Bidder meeting four requirements, and one bidder meeting three requirements, then the Division, at its discretion, may make a contract award to the Bidder meeting four requirements.
- e. If the specifications provided with this RFQ are of a technical nature, then the Division's RFQ Coordinator, at his or her discretion, may seek to use an evaluation team comprised of subject matter experts, end-users from the Requesting Department, or other State Department representatives. In such a case, the evaluation team will judge the merits of the quotations received in accordance with the best value criteria defined in the RFQ.

## **7. Negotiations**

- a. No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their Best Value pricing with the submission of their quotation.
- b. The Division reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of goods and services as presented in the selected quotation. Such negotiations may not significantly vary the content, nature or requirements of the quotation or the RFQ to an extent that may affect the price of goods or services requested. The Division reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the quotation submitted in response to the RFQ.
- c. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFQ, at its sole discretion.

# **TERMS AND CONDITIONS FOR RFQ AND CONTRACT**

## **PART I GENERAL INFORMATION ON RFQs**

### **A. Purpose and Background**

The State of Maine ("State") Department of Administrative and Financial Services ("Department"), Bureau of Business Management ("Bureau"), Division of Procurement Services ("Division") acts as the purchasing agent on behalf of all Executive Departments and other agencies within State Government. For this competitive Request for Quotations (RFQ) process, the Division is acting on behalf of the Requesting Department listed on the cover page. The Division and the Requesting Department seek quotations (also referred to as "bids" or "responses" herein) to provide the goods/services as defined above in Section 1 of this document. This document provides instructions for submitting quotations, the procedure and criteria by which the Bidder(s) will be selected, and the contractual terms which will govern the relationship between the State and the awarded Bidder(s). Following Bidder selection and upon reaching a mutual agreement, the State and the selected Bidder will enter into a contract – taking the form of a State of Maine Master Agreement or Buyer Purchase Order (all generally referred to as "contract" herein), as applicable.

### **B. General Provisions**

1. Issuance of this RFQ does not commit the Division or the Requesting Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFQ. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All responses to this RFQ should adhere to the instructions and format requirements outlined in this RFQ and all written supplements and amendments (such as the Division's answers to the Bidders' questions submitted through the VSS), as issued by the Division. Responses are to follow the format and respond to all questions and instructions specified above in the "Submitting a Quotation" section of this RFQ.
3. Bidders shall take careful note that in evaluating a quotation submitted in response to this RFQ, the Department may consider materials provided in the quotation, information obtained through interviews/presentations (if any), and internal information of previous contract history between the Division and the Bidder (if any). The Division also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder's experience and capabilities, if needed. All responses to this RFQ shall be considered to be authorized to legally bind the Bidder, and if selected for award, shall contain or be considered to contain a statement that the quotation and the pricing contained therein will remain valid and binding for a period of at least 180 days from the date and time of the bid opening.
4. The RFQ and the selected Bidder's quotation, including all appendices or attachments, may be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFQ will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).  
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
6. The Division, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in quotations received in response to this RFQ.
7. The Division reserves the right to authorize other State Departments to use the contract(s) resulting from this RFQ, if it is deemed to be beneficial for the State to do so.

8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

### **C. Eligibility to Submit Bids**

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to State of Maine Requests for Quotations.

### **D. Delivery Terms**

For the purchase of goods, the Division and selected Bidder will decide upon a delivery date in accordance with the State's requirements and the terms offered in the Bidder's quotation. ***Unless stated otherwise in Section 1 of this RFQ, all deliveries are expected with shipping terms of "Free on Board (FOB) – Destination".*** The State intends for this to mean that all goods shall be priced in the bid response to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

### **E. Alternate Bids and Approved Equals**

When, in bid forms and specifications, an article or material is identified by using a trade name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted with the identification, is implied. Any Bidder that seeks to propose an alternate item from what is specified in this RFQ should refer to State of Maine Statute 5 MRSA §1825-B, for "Bids, awards and contracts", found here: <http://www.mainelegislature.org/legis/statutes/5/title5sec1825-B.html>

### **F. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this RFQ may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFQ 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.



## **PART II      CONTRACT ADMINISTRATION AND CONDITIONS**

### **A.     Contract Document**

The successful Bidder will be required to execute a contract in the form of a State of Maine Buyer Purchase Order, Contract Agreement to Purchase Services or State of Maine Master Agreement.

The Standard Terms and Conditions used with the aforementioned contract types may be found on the Division of Procurement Services' website at the following link:

[http://www.maine.gov/purchases/info/forms/BPO\\_General\\_Terms.doc](http://www.maine.gov/purchases/info/forms/BPO_General_Terms.doc)

In the event that the State of Maine's Standard Terms and Conditions or RFQ provisions do not otherwise cover contractual scenarios that are specific to the goods or services being purchased under this RFQ, then the State is willing to consider a Bidder's standard terms and conditions. Consideration or use of a Bidder's standard terms and conditions shall only occur under the general agreement that in the event of a conflict, the State of Maine's Standard Terms and Conditions and RFQ provisions shall take precedence.

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services' website at the following link: <http://www.maine.gov/purchases/info/forms.shtml>

### **B.     Independent Capacity**

In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

### **C.     Payments and Other Provisions**

The State anticipates paying the selected Bidder for goods and services received, on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFQ.

The State of Maine reserves the right to pay for goods purchased through this solicitation by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Bidders are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

"9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means

## 1.0 MaineDOT GENERAL REQUIREMENTS

The following requirements and conditions shall be considered an essential part of the specifications and proposal.

1. Purchase of the Automatic Grease Lubricating System is subject to a Financial Assistance Agreement between the Department and the U.S. Department of Transportation.
2. All equipment bids must conform to the final approved specifications and all Federal and State laws, regulations and standards. Where these specifications and Federal and/or State laws conflict, the requirements of the Federal and/or State laws shall prevail.

### APPLICABLE REGULATIONS: SEE CERTIFICATIONS REQUIRED

3. Equipment and component parts must be of the highest quality and workmanship available in the various trades and of substantial, durable, and safe construction. In all cases materials and construction of the equipment must be furnished as specified but when brand names are used in the specifications, the term "approved equal" is implied and will be considered.
4. No advantage shall be taken by the equipment manufacturer or bidder in the omission of parts or details required to make the equipment complete and ready for service even though such parts or details may not be mentioned in these specifications. All units or parts not herein contained or specified shall be manufacturer's standard. All parts shall be new. In no case will used, reconditioned, or obsolete parts be accepted. Insofar as possible, parts and equipment in any one vehicle shall be a duplicate in manufacture, design and construction and shall be interchangeable with parts and equipment in any other equipment in the proposal.
5. The bidder shall furnish descriptive literature for the equipment being bid. This material shall be mailed along with completed documents (certifications).
6. The price quoted in any proposal shall include all items of labor, material, tools, equipment, delivery and other costs necessary to fully complete the delivery of equipment pursuant to these specifications.
7. The Division of Procurement Services/MaineDOT reserves the right to accept any quote or reject any or all quotes for any reason, including, but not limited to, the following reasons:

Quotes which take exception to the specifications without approval pursuant to (Section 3.9 Specification Certification) of the Invitation to Quote.

High lifecycle operating and maintenance costs based on evaluation of equipment performance, warranty data, and local availability of service and parts pursuant to (Section 3.4 Certification Vehicle Performance & Warranty Data).

Quotes considered not responsive due to lack of required certificates and information required in (Section 3.0 Certifications).

The Division of Procurement Services/MaineDOT reserves the right to award the Contract to the lowest responsible bidder, best value consideration, and however is in the best interest of the State of Maine.

The Division of Procurement Services and the Department reserve the right to evaluate specifications and alternates and determine equivalency.

8. Bidder shall submit the earliest possible delivery date with this Quote.  
**Earlier delivery dates will be given consideration during the quote selection process. In addition, penalties may be assessed for late delivery pursuant to Section F of Appendix F.**

## **2.0 MaineDOT INSTRUCTIONS TO BIDDERS**

**SCOPE:** The Division of Procurement Services is requesting bids on behalf of MaineDOT Fleet Services for 2 types of Automatic Grease Lubricating Systems for 34,000 GVW T4X2 HVY SNOW PLOW CHASSIS and 54,000 GVW T6X4 HVY SNOW PLOW CHASSIS. MaineDOT Fleet Services requires a staggered delivery schedule, anticipating 2 to 3 trucks per month for a period of 24 months. After the contract(s) have been awarded, a firm schedule detailing the number of units and types of units that will be expected each month will be established for the first twelve months. A Purchase Order for the first 12 months of the 24-month cycle will be awarded to the successful bidder(s) after bid evaluation.

**CONTRACT PERIOD:** 2 years from the date of the award.

**PRICES:** Prices are expected to remain firm for the 24-month contract period.

### **BASE PRICE CALCULATION PRODUCER PRICE INDEX ESCALATOR**

Automatic Grease Lubricating Systems shall be at the prices quoted. These prices shall remain firm/fixed for any orders issued by MaineDOT within a period of two (2) years of contract award. The price(s) of any heavy trucks ordered by MaineDOT after the initial two (2) year firm/fixed price period shall be that quoted (Base Order Prices) plus/minus any change which will be calculated based on the following formula which utilizes the U.S. Department of Labor/Bureau of Labor Statistics Producer Price Index ("PPI") **Category 333913, "Measuring and Dispensing Pumps Mfg"**. The change in this index will be used to adjust the Base Order Prices. However, in no event will the price(s) for any purchase order release exceed, by more than five percent (5%) increase over the remaining three (3) years of the five (5) year contract.

#### **Simple Percentage Method.**

One method of price adjustment is to have the base price changed by the same percentage as the percent change in a selected PPI. To illustrate, suppose that a contract escalation clause called for using the intermediate demand PPI titled Materials and components for manufacturing, not seasonally adjusted. Also suppose that the value of this index was 178.4 for December 2010, the month that corresponds with the base price for escalation, \$1,000 per unit. Twelve months later, when December 2011 data were released and the first stipulated price adjustment was to be made, the index value for December 2011, published mid-January 2012, was 187.7. The percent change represents an increase of 5.2 percent in the index for Materials and components for manufacturing and a \$52 per unit increase in the price for the escalated product. (See below.)

Index at time of calculation, December 2011: .....	187.7
Divided by index at time base price was set, December 2010: .....	178.4
Equals .....	1.052

Base price .....	\$1,000
Multiplied by .....	1.052
Equals adjusted price .....	\$1,052

All future releases, including the equipment modification(s), will be priced based upon the new revised Base Award Price.

**Note: This is an example only to indicate how the PPI Calculated Pricing will be determined for Option Year Orders.**

**NOTE:** The State of Maine reserves the right to evaluate alternates and determine equivalency.

**ORDERING PROCEDURE:** Delivery Order(s) will be issued upon award for the determined number of units and accessories to be purchased. At any time during the contract period if it is determined that more units are needed; the awarded Purchase Order(s) will be amended to reflect the new quantity and price.

Upon award of bid and before delivery of vehicles or equipment MaineDOT must receive a complete list of parts containing part description, manufacturers part number etc. for the entire vehicle or equipment including any or all accessories which are supplied as part of the bid. This does not relieve the bidder from supplying repair or other manuals as required in the individual specification.

**CANCELLATION OF CONTRACT:** The State of Maine Division of Procurement Services reserves the right to cancel a contract with a thirty-day written notice or cancel immediately if the contractor does not conform to terms and conditions of contract.

## Appendix A

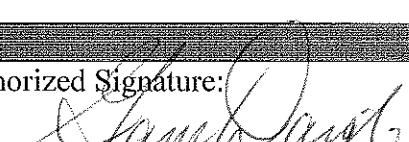
**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**BID COVER PAGE and DEBARMENT FORM**

Bidder's Organization Name: Daigle & Houghton, Inc.		
Chief Executive - Name/Title: Gary Daigle, President		
Tel: 207-834-6186	Fax: 207-834-6183	E-mail: gary@daigleandhoughton.com
Headquarters Street Address: 130 Market Street		
Headquarters City/State/Zip: Fort Kent, ME 04743		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title: Ryan Daigle, Sales Manager		
Tel: 207-941-9600	Fax: 207-941-9601	E-mail: Rdaigle@daigleandhoughton.com
Street Address: 571 Coldbrook Rd.		
City/State/Zip: Hermon, ME 04401		

By signing below Bidder affirms:

- Their bid complies with all requirements of this RFQ;
- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
- That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal;
- That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Name: Gary Daigle	Title: President
Authorized Signature: 	Date: 8/5/19


### Debarment, Performance, and Non-Collusion Certification

*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 Bidder's proposal, at the discretion of the Department.**

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

Name: Gary Daigle	Title: President
	
Authorized Signature:	Date: 8/5/19

## Appendix B

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

DETAILED SPECIFICATIONS

RFQ # 17D19070800000000000005

Please see individual specifications attached to this RFQ for each of the 2 types of trucks, as per below:

Commodity Line #1: 34,000 GVWR T4X2 HVY SNOW PLOW CHASSIS Patrol

Commodity Line #2: 54,000 GVWR T6X4 HVY SNOW PLOW CHASSIS Wheeler

## Appendix C

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

**COST RESPONSE**

RFQ # 17D1907080000000000000005

**Automatic Grease Lubricating System (2 Types)**

All responses to this RFQ will require a cost quotation response, in a format selected by the State of Maine. That format is described below.

*Prices are to be net including transportation charges fully pre-paid by the contractor, FOB destination and include all installation costs (unless asking for item(s) only).*

Please download this document to your desktop, fill out required sections, and attach to your response in VSS, along with requested documents. (Attachment maximum size is 2mb each!) *For your electronic response in VSS, please put the total price of each type unit in the corresponding unit price field and enter the delivery days.*

**REQUESTED RETURNED DOCUMENTS:**

- **Appendix A:** Bid Cover Page and Debarment Form (Pages 11-12 of this document)
- **Appendix B:** Completed Detailed Specifications for both types (B-1 & B-2)
- **Appendix D:** Municipality Political Subdivision and School District Participation Certification (Page 15 of this document)
- **Appendix E:** Certifications (Pages 16-18 of this document)
- **Appendix F:** MaineDOT Terms and Conditions (Pages 19-24 of this document)
- **Detailed Itemized Quote**
- **Product Data/Information Sheets**
- **Warranty Information**

***Please include F.O.B. Destination shipping/delivery in your bid pricing!***

All attachments must be smaller than 2MB in size



## Appendix D

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION  
CERTIFICATION

RFQ # 17D19070800000000000005

**Automatic Grease Lubricating System (2 Types)**

The Division of Procurement Services is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

Yes

Yes, with conditions as follows:

No

Name of Company:

Address:

Signature:

Date:

*Dagle & Houghton, Inc*  
*130 MARKET ST., FORT KENT, ME 04743*

*[Signature]*

*8/7/19*

**RFQ # 17D1907080000000000000005**

**Automatic Grease Lubricating System (2 Types)**

**CERTIFICATIONS**

**1.0 NONCOLLUSION BIDDING CERTIFICATION**

By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any other matter relating to such prices with any other Bidder or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and,
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

Dated

8/7/19

  
Printed name of Person Bidding

  
Authorized Signature

Title

Pres

**2.0 EQUIPMENT PERFORMANCE AND WARRANTY DATA**

The information provided on this form will be used in determining operating costs of the equipment. Bidder must complete this form and submitted with bid. Bids received without this information will be considered non-responsive to the bid.

**1. EQUIPMENT:**

2. **DESCRIBE THE PROCESS FOR THE SUBMISSION OF WARRANTY CLAIMS FOR REIMBURSEMENT OUTLINED AND SUBMITTED WITH THE BID. (written process to follow for reimbursement of warranty claims)**

MDOT will provide description of warranty failure with pictures attached to Daigle & Houghton, Inc. for approval. SRT times per failure will be reimbursed for work performed on claim. All warranty parts must be returned to the dealership if Groeneveld recalls the parts. The claim credit or payment will be issued to MDOT when the dealership receives claim approval and payment.

3. **EQUIPMENT INFORMATION:**

YEAR: current year                      EQUIPMENT MAKE: Groeneveld

EQUIPMENT MODEL: EP-O Automatic Grease System Kit

4. **MANUFACTURER'S RECOMMENDED PREVENTATIVE MAINTENANCE SCHEDULE MUST BE PROVIDED**

Periodic checks should be made to system. Check the pump, level of grease and for any external damages. Check SLT, brake impulse counter and manometer on the pump. Check entire system damaged lines and metering units. When pressure washing the vehicle avoid direct high pressure water/steam jet cleaner to pump and grease system to prevent water entering the pump through it's venting opening. All preventive maintenance included in General Manual.

5. **BASIC EQUIPMENT WARRANTY DESCRIPTION**

12 months from date of installation for all system hardware components. Extended to 5 years with Groeneveld grease.

6. **NAME/LOCATION OF REPAIR FACILITY(S) (BOTH AUTHORIZED WARRANTY, PARTS & SERVICE PER REQUESTED LOCATION).** It is desired that at least one facility is located within 75-mile radius each region headquarters: Scarborough, Augusta, Dixfield, Bangor and Presque Isle.

**WARRANTY AND SERVICE FACILITIES**

ADDRESS 1: 130 Market Street, Fort Kent, ME 04743  
ADDRESS 2: 571 Coldbrook Rd., Hermon, ME 04401  
ADDRESS 3: 154 Pleasant Hill Rd., Scarborough, ME 04074  
ADDRESS 4:  
ADDRESS 5:

CONTACT NAME: Ryan Daigle                      TELEPHONE: 207-914-9600

EQUIPMENT PARTS PROVIDER: Daigle & Houghton, Inc.

ADDRESS: 571 Coldbrook Rd., Hermon, ME 04401

CONTACT NAME: Ryan Daigle                      TELEPHONE: 207-941-9600

Attach written explanation describing the locations of the facilities, the contact name and number at each facility, the times the facilities will be available for use, the qualifications of the staff at the facilities and how the vendor will provide warranty and service at these service facilities.

Bidder certifies that they have service facilities in Maine, staffed with trained service technicians and stocked with repair parts for the equipment which is bid.

This form must be reproduced and completed for any additional equipment warranty/facility information.

8/7/19  
Dated

  
Signature

Gary Daigle  
Print Name

Daigle & Houghton, Inc.  
Company Name

### 3.0 SPECIFICATION COMPLIANCE

The bidder hereby certifies that the equipment(s) being bid in response to this invitation meet or exceed these specifications and that where a deviation from the specifications exists, the bidder has obtained written approval of those exceptions prior to submitting this bid.

If a conflict exists between these specifications and Federal and/or State laws, the Federal and/or State laws shall prevail and the bidder must alert the purchaser to any such conflicts.

8/7/19  
Dated

Gary Daigle  
Printed name of Person Bidding

  
Authorized Signature

President  
Title

**RFQ # 17D190708000000000000005**

**Automatic Grease Lubricating System (2 Types)**

**MaineDOT TERMS AND CONDITIONS**

**A. AGREEMENT**

The Vendor shall deliver the equipment ordered in accordance with this Agreement and governed by these Terms and Conditions.

**B. INDEPENDENT CAPACITY**

In providing the equipment under the Agreement, the Vendor shall act independently and not as an agent of the State of Maine.

**C. STATUS REPORTS**

Prior to the start of work, the Vendor shall furnish MaineDOT with a proposed progress schedule in MaineDOT's standard format. The Vendor will outline the various phases of work that will need to be completed in order to meet the schedule set forth by MaineDOT.

During equipment assembly, the successful bidder shall submit to MaineDOT's Fleet Representative, a Monthly Status Report of accomplishments from the preceding month. The progress report shall be used to keep team members and MaineDOT's Fleet Representative informed about project status and issues. Information will include:

- a. A written statement describing the work accomplished during the period and to date.
- b. An estimate of the percentage of work completed within the specified services.
- c. Any information needed from MaineDOT to complete the project and avoid delays.
- d. The successful bidder's action plan to remedy and address any non-conforming or unacceptable work submitted to Department.
- e. Document anticipated problems and possible solutions.

These progress reports shall be submitted to MaineDOT on a **monthly basis**. Failure to submit could result in non-payment of the invoice, or be considered as a default, and shall be recorded in the Vendor's Performance Evaluation. If work is temporarily delayed, the Vendor may suspend submittal of the monthly progress reports with written approval from MaineDOT. The Vendor shall be responsible for addressing any action that may be required to keep the project on schedule.

MaineDOT shall have a period of 15 business days after receipt of the submissions to complete the review and make any necessary comments. Following the review, the Vendor will make any revisions and corrections requested by MaineDOT.

#### **D. PAYMENT AND OTHER PROVISIONS**

MaineDOT anticipates paying the selected Vendor for goods and services received, on the basis of net 30 payment terms following acceptance of the equipment, the receipt of an acceptable title and required documents, and an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains the State of Maine Agreement number, correct pricing information relative to the Agreement, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the Agreement.

MaineDOT reserves the right to pay for the equipment purchased by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Vendors are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

“9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means.”

#### **E. WARRANTY**

For a period of one (1) year following equipment delivery and acceptance (the “Warranty period”), Vendor unconditionally warrants and guarantees that the equipment shall be free from defects in parts and workmanship. If MaineDOT discovers any defects during the Warranty period, the Vendor’s obligation will be to repair or replace the equipment or refund the purchase price, at MaineDOT’s sole option subject to the following requirements as applicable:

- Replacement will be with new equipment matching the specifications within this Agreement.
- Reimbursement will be for the total purchase price of the equipment including the cost of returning the equipment.
- All Repairs including the cost of transporting the equipment will be borne by the Vendor. All repairs will be warranted free from defects in parts and workmanship for a one year period following the repair.

The Vendor hereby assigns to MaineDOT the right to enforce all manufacturer’s warranties or guarantees on the equipment.

The Vendor agrees that the warranty obligations provided by this Agreement shall be reported as an outstanding obligation in the event of bankruptcy, dissolution, or the sale, merger, or cessations of operations of the Vendor.

In the event of a breach of Vendor’s warranty obligations, MaineDOT shall notify Vendor in writing of the breach and grant Vendor 30 days to cure the breach. Should Vendor fail to cure the breach, MaineDOT may pursue whatever remedies may be available.

#### **F. DAMAGES**

Time is of the essence in the delivery of the equipment specified herein, and in event of delay(s) in the delivery of the equipment beyond the date set forth in the Agreement, or beyond authorized extensions thereof MaineDOT may impose liquidated damages. Because it is difficult to determine the actual amount of the damage by reason of such delay it is therefore agreed that the Vendor will pay the sum of **five hundred twenty-five dollars (\$525.00)** per unit for each calendar day(s) delay in delivery as liquidated damages and not as a penalty.

These damages shall be deducted from any monies due, or which may thereafter become due to the Vendor

or may be recovered by through any lawful means.

#### **G. SET-OFF RIGHTS**

MaineDOT shall have all of its common law, equitable and statutory rights of set-off.

#### **H. FORCE MAJEURE**

Either party may be excused from performance under this Agreement to the extent the failure to perform is caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, and freight embargos, or other causes beyond the party's reasonable control. In the event of such event of force majeure, the affected party shall provide the other party written notice of the cause of delay within fifteen (15) days from the beginning of any such delay. The time of performance shall be excused to extent of the duration of any such event of force majeure, or such period of time as may be mutually agreed upon by the parties.

#### **I. INDEMNIFICATION**

The Vendor shall indemnify and hold harmless MaineDOT and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Vendor, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Vendor shall not be liable for claims arising out of the negligent acts or omissions of MaineDOT, or for actions taken in reasonable reliance on written instructions of MaineDOT.

This indemnification provision shall survive any termination or expiration of the Agreement.

#### **J. DEFAULT, TERMINATION**

- i. MaineDOT reserves the right to terminate this Agreement or any part hereof, for its sole convenience. Thirty (30) days advance written notice shall be provided in the case of a termination for convenience. In the event of such termination, Vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Vendor shall be paid for all work on a percentage completed basis, as mutually agreed upon by the parties, up to the date of termination under this Paragraph 14.A.
- ii. MaineDOT shall have the right to terminate this Agreement in the event of a material breach or default by Vendor of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by Vendor of written notice of such breach from MaineDOT. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then Vendor shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided Vendor has exercised reasonable commercial efforts and taken appropriate action to begin cure of the breach or default within the initial thirty (30) day cure period.
- iii. MaineDOT shall have the right to terminate this Agreement immediately upon written notice to Vendor in the event (i) Vendor, or any director, officer or employee of Vendor assigned to this Project is convicted of a criminal offense directly related to information technology services; or (ii)

proceedings in bankruptcy are commenced against Vendor or if a receiver is appointed and such case or proceeding shall continue undismissed, or unstayed and in effect, for a period of one hundred twenty (120) days. Notwithstanding the foregoing, if a conviction of an employee assigned to this Project, officer or director, relates to individual and/or personal actions of such employee, officer or director and not the policy or directive of Vendor and, upon such conviction, Vendor shall terminate or otherwise remove such employee, officer or director and take such other steps to reasonably ensure the propriety of Vendor' delivery of information technology services, then MaineDOT shall not have a right to terminate this Agreement pursuant to the foregoing clause (i) of this Section 14 (C).

- iv. Vendor shall have the right to terminate this Agreement in the event of a material breach or default by MaineDOT of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by MaineDOT of written notice of such breach from Vendor. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then MaineDOT shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided MaineDOT has exercised reasonable commercial efforts and taken appropriate actions to begin cure of the breach or default within the initial thirty (30) day cure period.
- v. Vendor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

#### **K. DELIVERY AND ACCEPTANCE**

Time is of the essence in the delivery of the equipment. The Vendor shall execute the work continuously and diligently. Delivery of the units shall occur in accordance with the terms and conditions outlined in the resulting Agreement.

- i. Production of the units shall be conducted as a continuous production with no breaks or inserts of other orders or types of equipment.
- ii. Delivery shall be restricted to Monday through Friday, between the hours of 8 AM and 4 PM.
- iii. The Vendor will contact MaineDOT Fleet Services 24 hrs. prior to delivery with an estimated time of arrival.
- iv. Units furnished under this Agreement shall be delivered in first class condition, complete and ready for operation, and the Vendor shall assume all costs, responsibilities, and risk of loss related to damage that may have occurred in the delivery of the units.
- v. When units are delivered, certificates or releases signed by representatives of MaineDOT Fleet Services are understood to be a simple acknowledgment of receipt of the units only, and will NOT constitute an acceptance of the condition of the units or their conformance with the terms and conditions of the Agreement specifications.



- vi. Upon delivery, MaineDOT may conduct such tests as may be required to determine to its own satisfaction that the units appear to be in conformance with the terms, conditions, and requirements of the Agreement specifications.

Acceptance shall occur following final inspection by authorized employees of MaineDOT Fleet Service, receipt of the titles and all requested documentation. The Vendor will be notified, in writing, of acceptance/non-acceptance within fifteen calendar (15) days of delivery to the location specified in this Agreement.

#### **L. RIGHT TO SUSPEND WORK**

MaineDOT has the right to suspend any or all work at any time for any reason as it deems necessary. Consultant may receive payment for the portion of services completed through the date of suspension.

#### **M. COPYRIGHT AND LICENSES - PATENTS AND COPYRIGHTS**

Data and publication rights to any documents, produced under the terms of Agreement are the property of MaineDOT. The Vendor shall not copyright the material produced under the terms of the Agreement without written approval of MaineDOT, except to the extent necessary to protect its rights pursuant to the following paragraph.

The Parties to this Agreement mutually agree that, if patentable discoveries, intellectual property and software, or inventions should result from work described therein, all rights accruing from such discoveries or inventions shall be the sole property of MaineDOT.

#### **N. CLAIMS AND DISPUTES**

##### **General**

To preserve any claim arising out of the Agreement, the Parties shall comply with and exhaust all provisions of this Section. Unless otherwise agreed to in writing, the Vendor shall continue to perform its services during any dispute resolution process. If the Vendor continues to perform, MaineDOT shall continue to make payments in accordance with the Agreement of amounts not in dispute.

##### **Negotiation with MaineDOT's Fleet Representative**

The Vendor shall promptly notify MaineDOT's Fleet Representative, or their designee, in writing, of disputes that could significantly affect scope, schedule or compensation. After such notice, the Vendor and MaineDOT's Fleet Representative shall promptly negotiate in good faith to resolve the dispute. MaineDOT's Fleet Representative will promptly issue a decision.

##### **Review by Director**

If the Vendor desires a review of MaineDOT's Fleet Representative's decision, then the Vendor shall promptly request in writing that MaineDOT's Director of the applicable Bureau or Office review the Fleet Representative's decision. The Director or its designee(s) shall promptly notify the Vendor in writing of the result of the review.

##### **Dispute Resolution**

If the dispute remains unresolved after negotiation and review as set forth above, the Parties may proceed to mediation by selecting a mediator acceptable to both.

If the Parties are unable to resolve the dispute through mediation, either party may seek judicial review through a civil action commenced in the Superior Court of Maine, Kennebec County.

#### **O. CONTROLLING LAWS**

The Agreement referred to in these Terms and Conditions is governed by the applicable laws of the Federal Government and the State of Maine.

##### **Laws to Be Observed**

The Vendor shall comply with all applicable Federal, State and local laws, rules, regulations, orders, and ordinances affecting the work including, without limitation all environmental, wage, labor, equal opportunity, safety, patent, copyright, or trademark laws. The Vendor shall indemnify MaineDOT and hold MaineDOT harmless against any and all claims or liabilities arising from or based upon the violation or alleged violation of any such Law caused directly or indirectly by or through the Vendor.

#### **P. ENTIRE AGREEMENT/BINDING EFFECT/MODIFICATION/ASSIGNMENT**

This Agreement sets forth the entire agreement of the parties with regard to the subject herein. This Agreement may not be modified except by a written amendment executed by both parties.

Neither MaineDOT nor the Vendor may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written Consent To Assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Agreement.

#### **Q. SEVERABILITY**

The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

#### **R. NON-WAIVER**

If MaineDOT fails or refuses to enforce any provision in the Agreement that shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.

**Name of Company:** Daigle & Houghton, Inc.

**Address:** 130 Market Street, Fort Kent, ME 04743

**Signature:**  \_\_\_\_\_

**Date:** 8/7/19

## **Commodity Line #1 Specifications**

### **Automatic Grease Lubricating System**

#### **Thirty-Four Thousand (34,000 lb.) GVWR T4X2 Heavy Truck (PATROL)**

##### **INTENT**

It is the purpose and intent of these specifications to describe a quantity of twenty (20) complete pneumatically operated automatic grease lubricating systems. The automatic grease lubricating system will be used for lubricating minimum of (34) thirty-four grease points on 34,000 GVW wheeler truck chassis with up to 200" W/B and several rear body and snow removal configurations. This system must be current manufacturer's design and production, must have all standard equipment offered and meet specification below.

##### **COMPLETENESS**

The price quoted in any proposal submitted shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the manufacture and delivery of the vehicle pursuant to these specifications.

Any part or detail which makes the vehicle complete and ready for service shall not be omitted, even though such part or detail is not mentioned in these specifications.

##### **CONFORMITY**

All parts not specified shall be manufacturer's best quality and shall conform in materials, design, or workmanship to the best practice known in the lubricating system industry. All parts shall be new and in no case will used, reconditioned or obsolete parts be accepted. The parts on all vehicles provided by the manufacturer should be interchangeable.

#### **INSTRUCTIONS FOR COMPLETING TECHNICAL SPECIFICATION SHEET**

Please complete the checklist for technical specifications set forth below.

**Electronically enter responses directly into the text-enabled fields next to each specification, including actual dimensions when applicable.** Each Bidder must indicate whether it can meet the technical specifications by inserting an "X" next to each specification. The "X" will demonstrate that the Bidder's offering meets the technical specification. If a Bidder cannot meet a technical specification, then the Bidder must give an explanation for each exception and for equipment that is not available or that will be dealer installed. All explanations must be provided in detail on separate pages along with the justification as to why the alternative equipment or deliverables will be as good as the equipment or deliverables described in the detailed

specifications for desired items. A copy of the vendor specification proposal must be provided. Following these instructions is essential for proper bid evaluation.

**If a Bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive. The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.**

### AUTOMATIC GREASE LUBRICATING SYSTEM PATROL

The following abbreviations must be used:

<b>X</b>	<b>As specified</b>
<b>N/A</b>	<b>Not Available</b>
<b>DI</b>	<b>Dealer Installed</b>
<b>AE</b>	<b>Approved Equal</b>

	<b>1.0 SYSTEM</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>1.1</b>	A single line design centralized automatic grease lubricating system	<b>X</b>		
<b>1.2</b>	Pneumatically operated with electric 12V D/C controller/timer	<b>X</b>		
<b>1.3</b>	System capable of distributing grease to a minimum of 40 points	<b>X</b>		
<b>1.4</b>	Adjustable output between 100 and 1,400 grease psi	<b>X</b>		
<b>1.5</b>	Closed sealed rigid reservoir minimum of 4 liters	<b>X</b>		
<b>1.6</b>	Follower plate design for clear visible reservoir levels	<b>X</b>		
<b>1.7</b>	System capable of distributing chassis grease of NLGI grade 0 down to a minimum of -13 °C	<b>X</b>		
<b>1.8</b>	Integrated timer with adjustable time intervals from ½ to 5 hours	<b>XX</b>		
<b>1.9</b>	Parker BH2-60 series quick coupling for	<b>X</b>		

	refilling the reservoir			
<b>1.10</b>	Audible alarm for insufficient pressure and low-level reservoir	<b>X</b>		
<b>1.11</b>	Nylon tubing with a working pressure of 1,350 psi	<b>X</b>		
<b>1.12</b>	All necessary brass plumbing and hardware not limited to distribution blocks, metering valves/injectors, supply lines and rap, fittings and harnesses for a 34,000 lbs. GVW chassis up to a 200" W/B	<b>X</b>		
	<b>2.0 METERING VALVES/INJECTOR QUANTITIES</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>2.1</b>	Slack adjuster clevis pins front and rear four (4)	<b>X</b>		
<b>2.2</b>	Cam shaft tubes front and rear four (4)	<b>X</b>		
<b>2.3</b>	Slack adjusters front and rear four (4)	<b>X</b>		
<b>2.4</b>	Tie rod ends two (2)	<b>X</b>		
<b>2.5</b>	Kingpins top and bottom both sides four (4)	<b>X</b>		
<b>2.6</b>	Steering assist cylinder two (2)	<b>X</b>		
<b>2.7</b>	Front spring pins two (2)	<b>X</b>		
<b>2.8</b>	Rear of front spring pins (shackle) four (4)	<b>X</b>		
<b>2.9</b>	Patrol body lift cylinder three (3)	<b>X</b>		
<b>2.10</b>	Patrol rear body hinge pins two (2)	<b>X</b>		
<b>2.11</b>	Patrol bed chain bearings two (2)	<b>X</b>		
	<b>3.0 TRAINING (Priced separately if extra)</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>3.1</b>	Training will include assisting MaineDOT Fleet Services Technicians with the installation of the system on two (2) chassis	<b>X</b>		

	and plow gear.			
<b>3.2</b>	Training for technicians to be provided by the manufacturer, to take place within the five (5) MaineDOT Regions within the state. This training may be videotaped by MaineDOT for future use by MaineDOT trainers.	<b>X</b>		
<b>3.3</b>	Any applicable training material, (i.e., video tapes, parts and operator manuals, CD, etc.) which is available for the components, systems or equipment, etc., must be supplied by the vendor, manufacturer, or dealer to the MaineDOT with written permission for MaineDOT to duplicate such at will for in-house usage/training	<b>X</b>		
<b>3.4</b>	Any and all training must be performed by a factory certified trainer and not by sales personnel	<b>X</b>		
<b>3.5</b>	All manufacturer training programs being offered need to be defined in detail and a written proposal of what those programs will <b>entail</b> must be submitted with bid packet.	<b>X</b>		The Groeneveld certified sales and equipment trainer will provide hands on training at each location. More training available as needed
	<b>4.0 WARRANTY</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>4.1</b>	Terms and conditions of warranty must be provided with bid proposal (Warranty must be clearly defined and all components covered must be clearly listed and identified)	<b>X</b>		
<b>4.2</b>	In-Service Date: Warranty on vehicles (not placed in service immediately because of time lag due to installation of plow components, special equipment, seasonal usage or other delays) shall be warranted from the date the vehicle is actually placed in service. MaineDOT Fleet Services Augusta shall notify the vendor in writing of "in-service" date	<b>X</b>		

<b>4.3</b>	During the term of the manufacturer's warranty, MaineDOT Fleet Services reserves the right to perform and all warranty "in-house" repairs to meet operational needs or demand with the exception of major engine, transmission and rear axle rebuild or repairs unless pre-authorized by vendor. MaineDOT Fleet Services will recover all parts and labor costs as allowed by manufacturer's flat rate manual. OEM parts may be supplied at no cost by the manufacturer, dealer or may be purchased by MaineDOT Fleet Services on the open market to meet operational demand. Any and all defective parts will be returned to the manufacturer or dealer upon request.	<b>X</b>		

## **Commodity Line #2 Specifications**

### **Automatic Grease Lubricating System**

#### **Fifty-Four Thousand (54,000 lb.) GVWR T4X2 Heavy Truck (Wheeler)**

##### **INTENT**

It is the purpose and intent of these specifications to describe a quantity of twenty (20) complete pneumatically operated automatic grease lubricating systems. The automatic grease lubricating system will be used for lubricating minimum of (39) thirty-nine grease points on 54,000 GVW wheeler truck chassis with up to 244" W/B and several rear body and snow removal configurations. This system must be current manufacturer's design and production, must have all standard equipment offered and meet specification below.

##### **COMPLETENESS**

The price quoted in any proposal submitted shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the manufacture and delivery of the vehicle pursuant to these specifications.

Any part or detail which makes the vehicle complete and ready for service shall not be omitted, even though such part or detail is not mentioned in these specifications.

##### **CONFORMITY**

All parts not specified shall be manufacturer's best quality and shall conform in materials, design, or workmanship to the best practice known in the lubricating system industry. All parts shall be new and in no case will used, reconditioned or obsolete parts be accepted. The parts on all vehicles provided by the manufacturer should be interchangeable.

#### **INSTRUCTIONS FOR COMPLETING TECHNICAL SPECIFICATION SHEET**

Please complete the checklist for technical specifications set forth below.

**Electronically enter responses directly into the text-enabled fields next to each specification, including actual dimensions when applicable.** Each Bidder must indicate whether it can meet the technical specifications by inserting an "X" next to each specification. The "X" will demonstrate that the Bidder's offering meets the technical specification. If a Bidder cannot meet a technical specification, then the Bidder must give an explanation for each exception and for equipment that is not available or that will be dealer installed. All explanations must be provided in detail on separate pages along with the justification as to why the alternative equipment or deliverables will be as good as the equipment or deliverables described in the detailed



specifications for desired items. A copy of the vendor specification proposal must be provided. Following these instructions is essential for proper bid evaluation.

**If a Bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive. The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.**

### AUTOMATIC GREASE LUBRICATING SYSTEM WHEELER

The following abbreviations must be used:

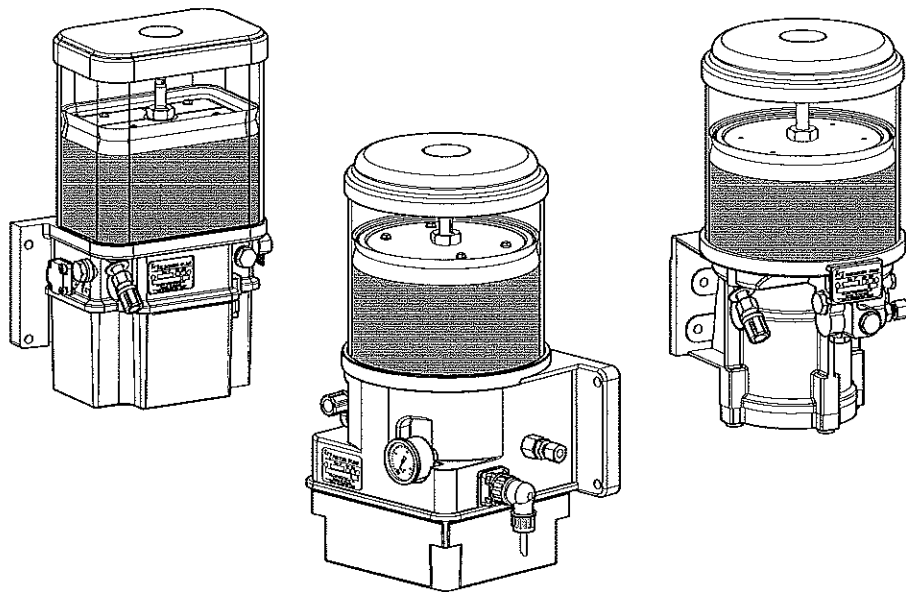
<b>X</b>	<b>As specified</b>
<b>N/A</b>	<b>Not Available</b>
<b>DI</b>	<b>Dealer Installed</b>
<b>AE</b>	<b>Approved Equal</b>

	<b>1.0 SYSTEM</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>1.1</b>	A single line design centralized automatic grease lubricating system	<b>X</b>		
<b>1.2</b>	Pneumatically operated with electric 12V D/C controller/timer	<b>X</b>		
<b>1.3</b>	System capable of distributing grease to a minimum of 40 points	<b>X</b>		
<b>1.4</b>	Adjustable output between 100 and 1,400 grease psi	<b>X</b>		
<b>1.5</b>	Closed sealed rigid reservoir minimum of 4 liters	<b>X</b>		
<b>1.6</b>	Follower plate design for clear visible reservoir levels	<b>X</b>		
<b>1.7</b>	System capable of distributing chassis grease of NLGI grade 0 down to a minimum of -13 °C	<b>X</b>		
<b>1.8</b>	Integrated timer with adjustable time intervals from ½ to 5 hours	<b>X</b>		

1.9	Parker BH2-60 series quick coupling for refilling the reservoir	X		
1.10	Audible alarm for insufficient pressure and low-level reservoir	X		
1.11	Nylon tubing with a working pressure of 1,350 psi	X		
1.12	All necessary brass plumbing and hardware not limited to distribution blocks, metering valves/injectors, supply lines and rap, fittings and harnesses for a 54,000 lbs. GVW chassis up to a 244" W/B	X		
	<b>2.0 METERING VALVES/INJECTOR QUANTITIES</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
2.1	Slack adjuster clevis pins front and rear six (6)	X		
2.2	Cam shaft tubes front and rear six (6)	X		
2.3	Slack adjusters front and rear six (6)	X		
2.4	Tie rod ends two (2)	X		
2.5	Kingpins top and bottom both sides four (4)	X		
2.6	Steering assist cylinder two (2)	X		
2.7	Front spring pins two (2)	X		
2.8	Rear of front spring pins (shackle) four (4)	X		
2.9	Wheeler body lift cylinder three (3)	X		
2.10	Wheeler rear body hinge pins two (2)	X		
	<b>3.0 TRAINING (Priced separately if extra)</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
3.1	Training will include assisting MaineDOT Fleet Services Technicians with the installation of the system on two (2) chassis and plow gear.	X		

3.2	Training for technicians to be provided by the manufacturer, to take place within the five (5) MaineDOT Regions within the state. This training may be videotaped by MaineDOT for future use by MaineDOT trainers.	X		
3.3	Any applicable training material, (i.e., video tapes, parts and operator manuals, CD, etc.) which is available for the components, systems or equipment, etc., must be supplied by the vendor, manufacturer, or dealer to the MaineDOT with written permission for MaineDOT to duplicate such at will for in-house usage/training	X		
3.4	Any and all training must be performed by a factory certified trainer and not by sales personnel	X		
3.5	All manufacturer training programs being offered need to be defined in detail and a written proposal of what those programs will entail must be submitted with bid packet.	X		Same trainer and times as outlined in Line 1
	<b>4.0 WARRANTY</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
4.1	Terms and conditions of warranty must be provided with bid proposal (Warranty must be clearly defined, and all components covered must be clearly listed and identified)	X		
4.2	In-Service Date: Warranty on vehicles (not placed in service immediately because of time lag due to installation of plow components, special equipment, seasonal usage or other delays) shall be warranted from the date the vehicle is actually placed in service. MaineDOT Fleet Services Augusta shall notify the vendor in writing of "in-service" date	X		
4.3	During the term of the manufacturer's warranty, MaineDOT Fleet Services reserves the right to perform and all warranty "in-	X		

	house” repairs to meet operational needs or demand with the exception of major engine, transmission and rear axle rebuild or repairs unless pre-authorized by vendor. MaineDOT Fleet Services will recover all parts and labor costs as allowed by manufacturer’s flat rate manual. OEM parts may be supplied at no cost by the manufacturer, dealer or may be purchased by MaineDOT Fleet Services on the open market to meet operational demand. Any and all defective parts will be returned to the manufacturer or dealer upon request.			
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Automatic Greasing System  
**SingleLine**

F212164R00



*Your efficiency is our Challenge!*

### ***General information***

Type of manual	General Manual
System	Automatic Greasing System SingleLine
Document number	F212164R00
Date of issue	January 2013
Revision	00

### ***Revisions***

<b><i>Rev.</i></b>	<b><i>Date</i></b>	<b><i>Description</i></b>
00	January 2013	SingleLine systems with new SingleLine Timer (F125639)

All rights reserved. No part of this manual may be copied and/or published by means of printing, photocopying, microfilm or by any other means without prior written permission from Groeneveld. This applies also to the drawings and diagrams appended.

Groeneveld reserves the right to change parts at any time, without prior or direct notice to the customer. The contents of this manual may also be changed without prior notice.

This manual applies to the standard version of the product. Groeneveld cannot accept liability for any damage arising from the use of specifications other than that supplied.

You are requested to contact Groeneveld technical service for information concerning adjustment, maintenance work or repairs that is not described in this manual.

Whilst this manual has been prepared with the greatest possible care Groeneveld cannot accept responsibility for any errors or the consequences of such errors.

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## Preface

This general manual gives a description of the SingleLine Automatic Greasing System. It aims at giving insight in the system's operation and possibilities. Furthermore, in this manual you will find the technical data on several components of the automatic greasing system.

In this manual the following icons are used to inform or warn the user:



### ATTENTION

Draws the user's attention to important information meant to avoid problems.



### WARNING

Warns the user for physical injuries or serious damage to the equipment caused by improper actions.

### Use of symbols

<i>Symbol</i>	<i>Explanation</i>
BK	Black
BN	Brown
RD	Red
YE	Yellow

## 1. General information

### 1.1 Introduction

With an automatic greasing system of Groeneveld all grease points of a vehicle or machine are greased automatically at the correct moment and with the correct amount of grease. Because greasing takes place while the vehicle or machine is in operation, the applied grease is spread optimally over the whole surface to be greased. The greasing system requires no user intervention to operate, apart from periodically replacing the grease in its reservoir.

Groeneveld's automatic greasing systems are designed with the utmost care and tested rigorously. This guarantees an extended operational life and error-free operation, even under the most extreme operating conditions.

Proper installation, using the correct type of grease, and periodic checks are prerequisites for the continual hassle-free operation of the system. The periodic checks, which take little time and effort, can be performed during the normal maintenance of the vehicle or machine (during oil-replacement, for instance). Careful selection of construction materials, makes the greasing system itself nearly maintenance-free.



#### ATTENTION

The automatic greasing system reduces the time and effort spent on manual greasing significantly. However, do not forget that there may be grease points that are not served by the greasing system and must still be greased by hand.

### 1.2 The SingleLine automatic greasing system

Each system consists of a pump with an integral reservoir, a timer (SLT), a primary line, one or more distribution blocks, metering units, secondary lines and connectors. Grease is transferred from the reservoir by the pump, via the primary line, to the distribution blocks.

Each metering unit is connected by a secondary line to a grease point. An SLT or a pneumatically operated impulse counter, depending on whether there is a continuous electrical supply available, is used to determine when greasing occurs.

Generally only trailers and semi-trailers are equipped with a pneumatic (brake) impulse counter since they usually do not have a continuous electrical supply.

There are two main types of pump:

- electrically operated pumps (with SLT)
- pneumatically operated pumps (with SLT or pneumatic impulse counter).

The electrically operated pump is used mainly for installations or vehicles without a compressed air supply. The electrically operated pump is also used for installations where a large grease delivery is required. The delivery is larger as the pump operates for longer periods.

## 2. Systems

### 2.1 Pneumatic piston pump with SLT

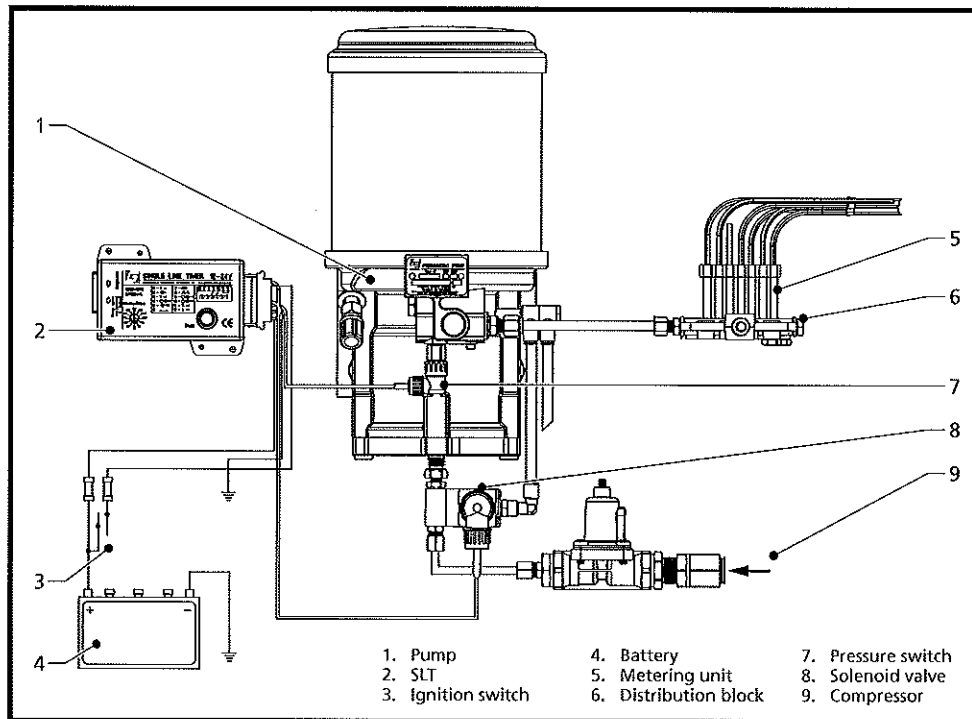


Figure 2.1 Pneumatic piston pump with SLT

At a time, set at the SLT, the circuit to the solenoid valve is closed. The solenoid valve opens and allows compressed air from the compressor to flow to the pump.

The pump piston now rises under compressor pressure and forces grease into the system. The grease pressure is dependent upon the air pressure on the piston (this is the compressor pressure). With a compressor pressure of 8 bar the grease pressure is 72 bar (for a pump with 9:1 ratio).

The metering units then simultaneously pass a fixed, pre-selected metered quantity of grease to the points to be greased.

To end the greasing cycle the SLT opens the electrical circuit closing the solenoid valve. Therefore the compressed air supply to the pump is shut off and the piston reverts to atmospheric pressure. This allows the piston to return to its starting position and the whole system is depressurized.

The metering units are then able to automatically refill themselves and are then (after a minimum delay of 2 minutes) ready for the next greasing cycle.

## F212164R00

## 2.2.2 System with electric impulse counter

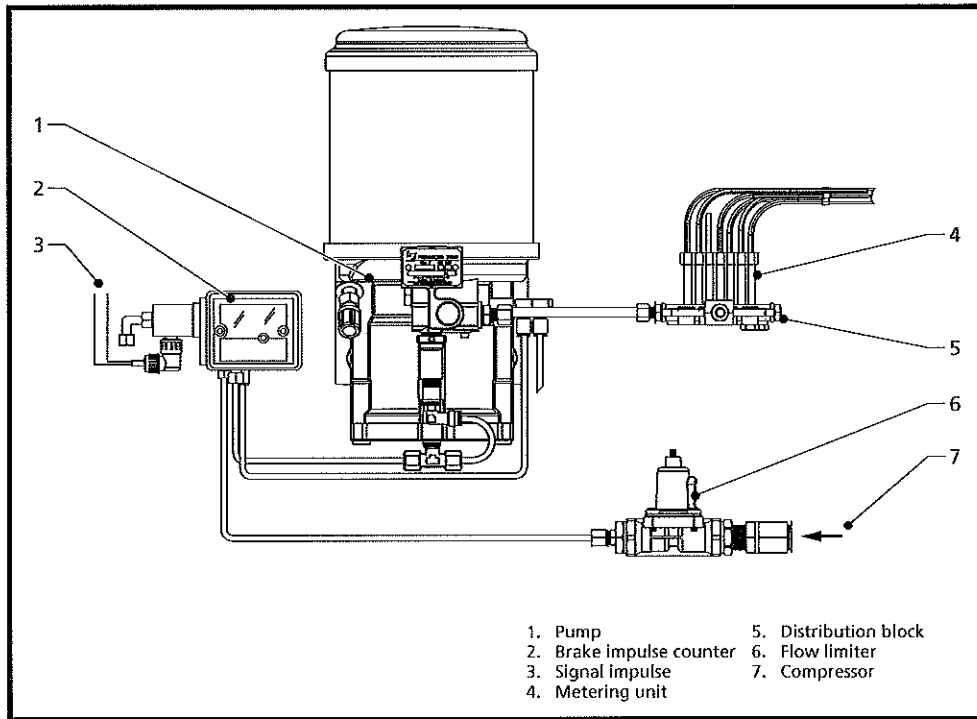


Figure 2.3 System with electric impulse counter

This corresponds broadly with that of a pneumatically operated brake impulse counter. The signal impulse is derived from the brake-light switch. A 2-core cable connected from the brake-light switch and to vehicle earth, is attached to connectors 1 and 2 on the solenoid valve of the brake impulse counter.

### 2.3 System with electric gear pump

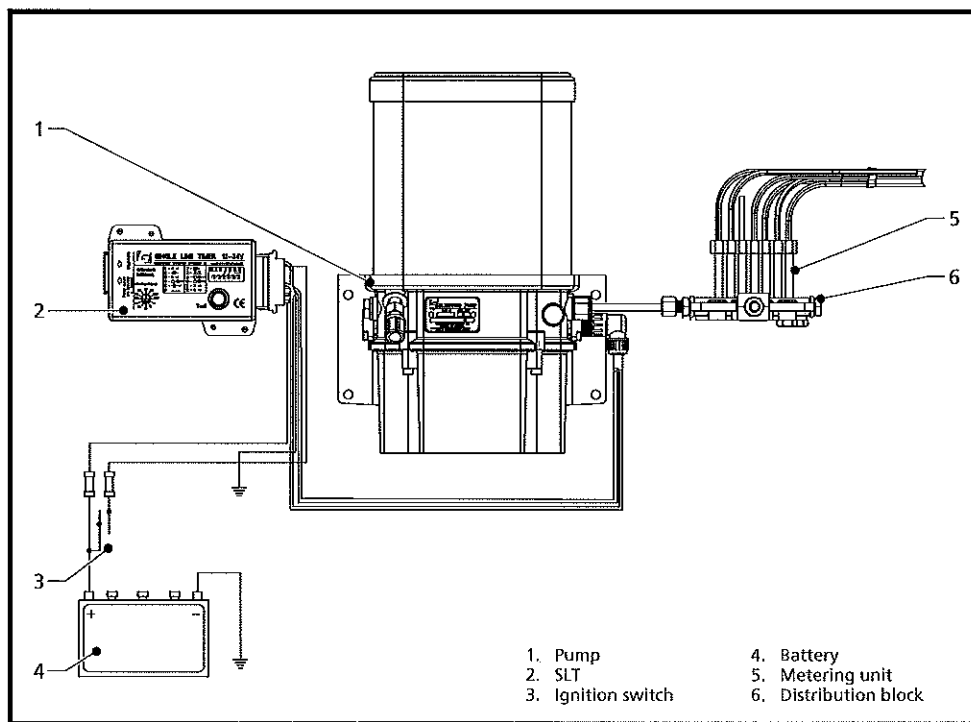


Figure 2.4 System with electric gear pump

The SLT starts the gear pump. The grease in the reservoir is pumped through the primary line, to the distribution blocks.

Simultaneously the metering units press a certain amount of grease (the dosage) through the secondary lines to the grease points. A pressure bypass valve keeps the system at a preset pressure during the pumping cycle.

The greasing cycle ends when the SLT stops the pump. The pressure in the primary line to the metering units then falls by means of a built-in pressure discharge valve. The metering units then automatically refill themselves after which they are ready (after 2 minutes) for the next greasing cycle.

## 2.4 System with electric axial plunger pump

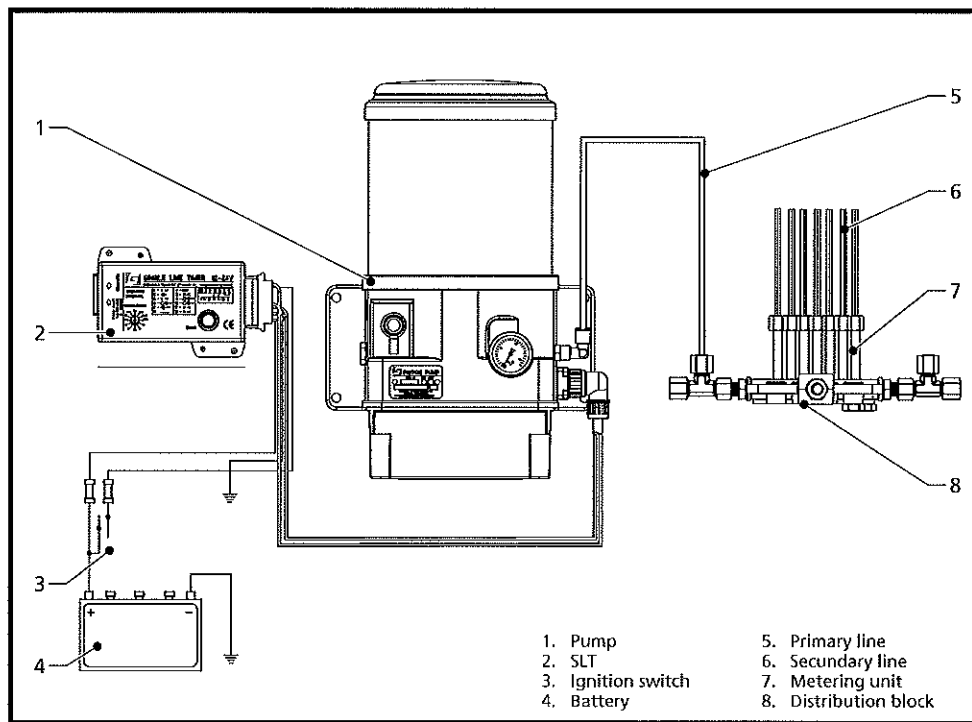


Figure 2.5 System with electric axial plunger pump

The SLT starts the plunger pump. The grease in the reservoir is pumped through the primary line, to the distribution blocks.

Simultaneously the metering units press a certain amount of grease (the dosage) through the secondary lines to the grease points. The amount of grease that goes to each of the grease points depends on the type of metering unit installed.

A pressure control valve - built into the pump unit - maintains a constant pressure of 100 bar in the system during the greasing cycle. If the grease pressure exceeds 100 bar this valve will redirect the grease back toward the reservoir.

During the greasing cycle, the integrated pressure switch must report to the SLT that the minimum required pressure (70 bar) has been attained. If the SLT does not receive this signal it will generate an alarm signal.

The greasing cycle ends when the SLT stops the pump. The pressure in the primary line then slowly drops to zero via an electrically controlled relief valve. The metering units then automatically refill themselves after which they are ready (after 2 minutes) for the next greasing cycle.

### 3. Pumps

#### 3.1 Pneumatic piston pump

##### 3.1.1 Pump unit

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1. reservoir with follower plate | 10. compressed air connection |
| 2. air venting channel           | 11. main air piston           |
| 3. grease channel                | 12. spring                    |
| 4. return channel to reservoir   | 13. filler connector          |
| 5. primary line connection       | 14. small piston              |
| 6. pressure channel              | 15. chamber                   |
| 7. return valve                  | 16. flapper valve             |
| 8. non-return valve              | 17. connection to reservoir   |
| 9. grease pressure indicator     |                               |

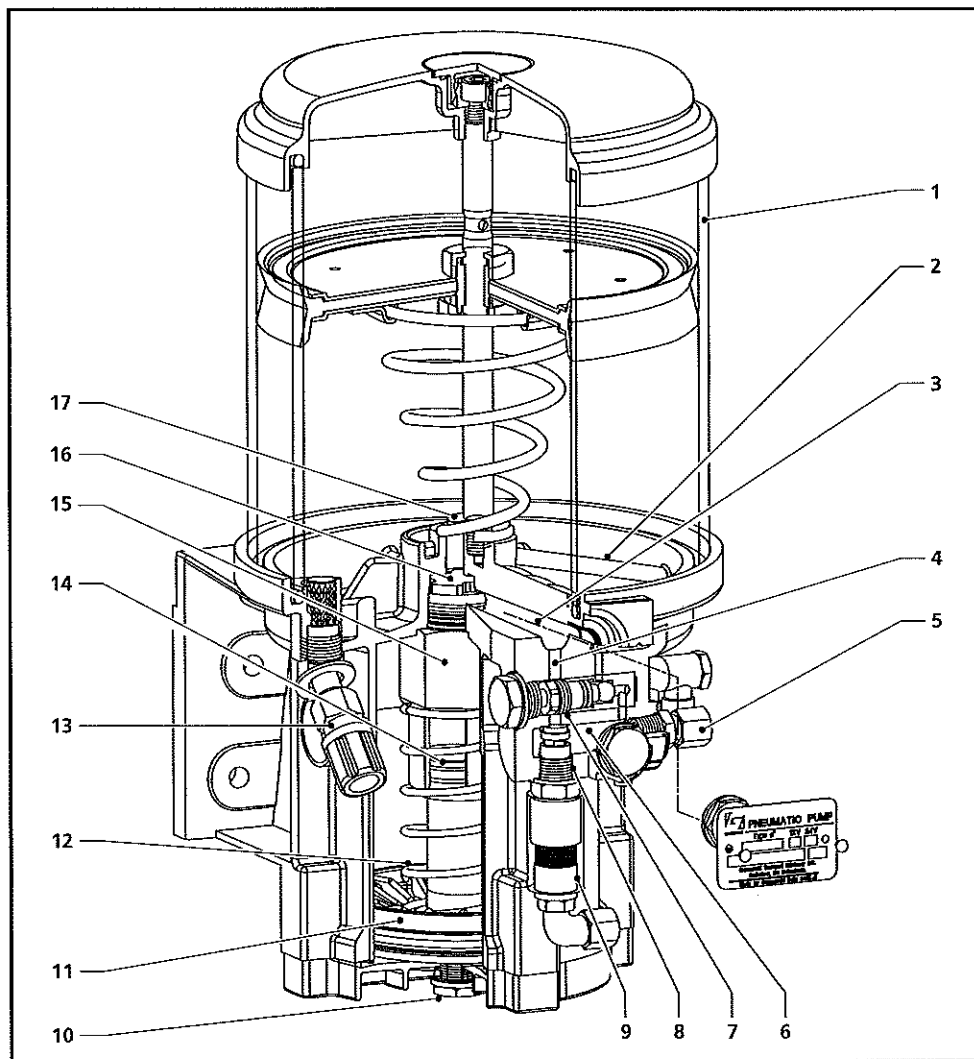


Figure 3.1 Pneumatic piston pump

Date of issue : January 2013



### 3.1.2 Principle of operation

If pressure is applied via the compressed air connection (10) the main piston (11) will be forced upwards applying pressure to the grease in chamber (15). The pressure in chamber (15) forces valve (16) against the seat. The connection (17) to the reservoir (1) is thus closed.

The grease leaves the chamber (15) via a channel (3) through the non-return valve (8) into the main or primary line. The metering units are brought under full pump pressure passing their metered quantities of grease into the grease points. As a result of the pressure differential at the return valve (7) the return channel (4) remains closed.

At the end of the complete greasing cycle the air pressure under the main piston (11) falls, allowing the piston to be pushed downward by the spring (12). At the same time flapper valve (16) is released and, because of the reduced pressure in the chamber (15), grease is drawn from the reservoir.

The non-return valve (8) prevents grease from the system piping and metering units from flowing back into the chamber (15).

The pressure in the primary line opens the return valve (7) via the channel (6). This allows the grease pressure to flow via the channel (4) to the reservoir. The metering units, with this pressure drop can now automatically refill themselves following which, they are ready for the next greasing cycle.

A manometer can be connected to the grease channel showing the pressure in the primary line. It is also possible to replace this manometer by a pressure color indicator (9). At the start of the greasing cycle the indicator will be red as a result of the air pressure. At the end of the greasing cycle this will change to (and remain) green due to the grease pressure.

Green thus indicates that the pump has worked and that sufficient pressure has built up in the grease line system. If the color remains red, this means that insufficient pressure has built up in the system. This could be caused by leakage from the primary line.

**3.1.3 Technical data****Grease pumps:**

	part number			
	F116479	F103544	F103336	F114016
reservoir capacity	4 liters	8 liters	4 liters	8 liters
delivery	42 cc / stroke		60 cc / stroke	
ratio	9:1			
grease pressure	72 bar (for an air pressure of 8 bar)			
maximum grease pressure	100 bar			
temperature range	-25°C to +80°C (NLGI 0 grease)			
weight	6.3 kg	7.2 kg	7.52 kg	8.42 kg

**Oil pumps:**

	<i>part number</i>	
	<i>F116318</i>	<i>116319</i>
reservoir capacity	4 liters	8 liters
delivery	42 cc / stroke	
ratio	9:1	
oil pressure	72 bar (for an air pressure of 8 bar)	
maximum grease pressure	100 bar	
temperature range	-25°C to +80°C	
weight	5.6 kg	6.5 kg

## 3.2 The electric gear pump

### 3.2.1 Pump unit

- |                           |                               |
|---------------------------|-------------------------------|
| 1. follower plate         | 7. pressure switch connection |
| 2. low level switch       | 8. electric motor             |
| 3. pressure control valve | 9. filler connector           |
| 4. connector fitting      | 10. gear pump                 |
| 5. vent opening           | 11. reservoir                 |
| 6. primary line connector |                               |

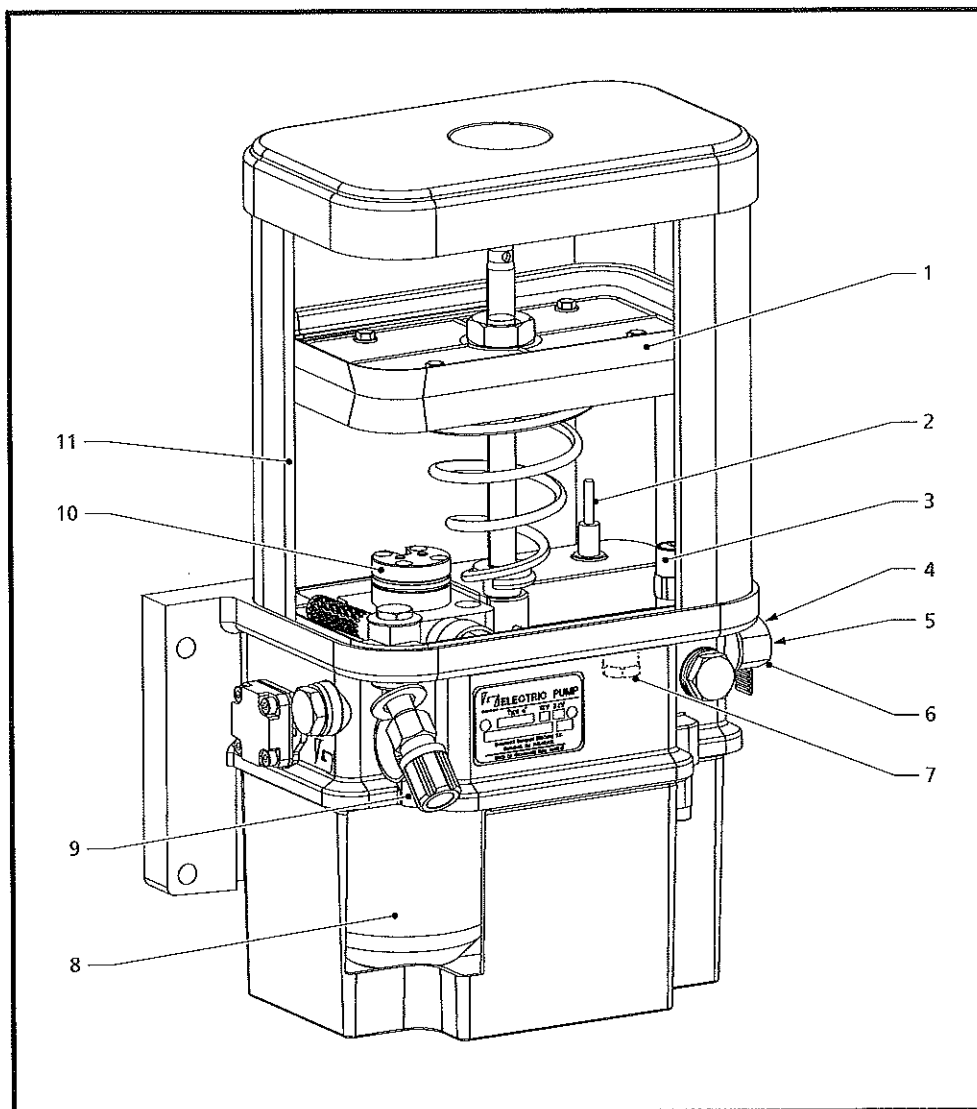


Figure 3.2 Electric gear pump

### 3.2.2 Principle of operation

The gear pump (10) is activated by the SLT. The grease will now be pumped from the reservoir (11) through the primary line (6) to the distribution blocks. The pump remains in operation throughout the entire cycle period. This cycle or impulse period is 3 minutes. The pump builds up the grease pressure during the cycle. When the pressure reaches 55 bar, the pressure control valve (3) opens, grease is then no longer pumped into the primary line but returns to the reservoir. The grease pressure is thus limited to 55 bar.

The standard version of the electric gear pump is fitted with a pressure switch (7). If, during the greasing cycle, the pressure does not rise above 40 bar the SLT gives an alarm signal. A low level switch (2) (not in all versions) provides an alarm signal if the grease in the reservoir falls below a certain minimum level.

On the right-hand side between the connector for the primary line (6) and the connector fitting (4) there is a right-angle connector for air venting and grease overflow (5). When filling the reservoir with grease the air above the follower plate (1) escapes. This air flows downward through an opening in the piston line and leaves the pump via the right-angle connector (5). The escape of a small quantity of grease via this connector during venting is quite normal.

(A version with the connections for the primary line and for the connector on the left-hand side of the pump can also be supplied if required).

### 3.2.3 Technical data

#### Gear pump:

	part number	
<i>without low level switch:</i>	<i>F103384 (12 V)</i>	<i>F103382 (24 V)</i>
<i>with low level switch:</i>	<i>F117676 (12 V)</i>	<i>F103398 (24 V)</i>
current consumption	8 A	4 A
reservoir capacity	2.7 litres	2.7 litres
delivery	120 cc/minute (NLGI 0 grease) at 20°C	120 cc/minute (NLGI 0 grease) at 20°C
grease pressure	55 bar	55 bar
temperature range	-20°C to +70°C (NLGI 0 grease)	-20°C to +70°C (NLGI 0 grease)
	at extreme circumstances please consult your local GROENEVELD-organization	
weight	6.7 kg	6.7 kg

### 3.3 The electric axial plunger pump

#### 3.3.1 Pump unit

- |                                     |                            |
|-------------------------------------|----------------------------|
| 1. follower plate                   | 8. pressure switch         |
| 2. reservoir                        | 9. electric motor          |
| 3. guide rod of follower plate      | 10. return valve           |
| 4. low level switch                 | 11. filler port            |
| 5. plunger pump                     | 12. overflow port          |
| 6. coupling for primary grease line | 13. filter                 |
| 7. electric connector               | 14. pressure control valve |

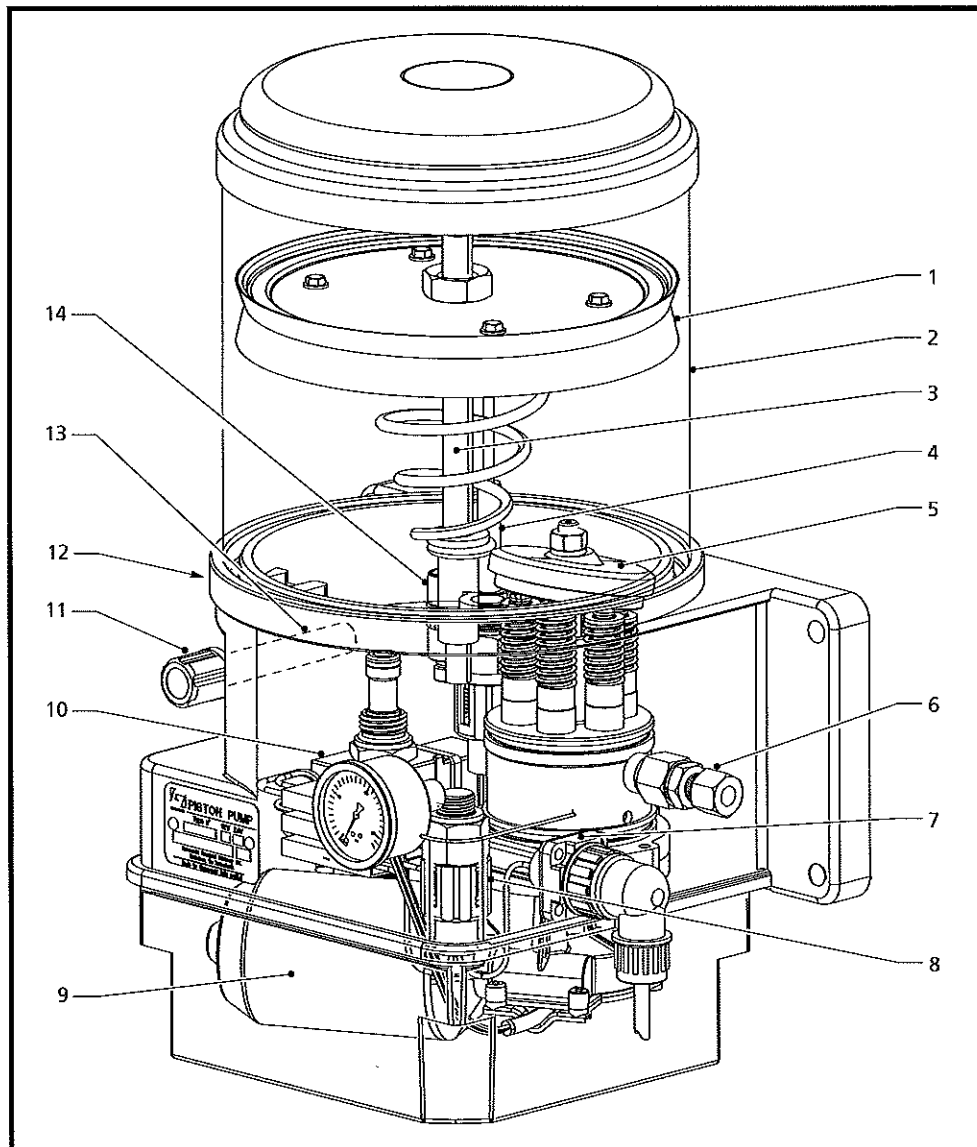


figure 12.1 The electric axial plunger pump

### 3.3.2 Principle of operation

The plunger pump (5) consists of six fixed plungers amid a ring duct. The six plungers are driven by the electric motor (9) through a mechanical transmission.

In the channel between the ring duct and the outlet (6) of the pump unit, a pressure control valve (14) and an electrically operated return valve (10) have been built-in. The pressure control valve is used to maintain a constant grease pressure during the pump cycle. The return valve allows the grease pressure in the primary line to fade after the pump cycle has ended.

The plunger pump is fitted with a pressure switch (8), which is used to check that the required grease pressure is attained during a pump cycle.

An low level switch (4) in the reservoir will cause the SLT to generate an alarm signal when the level of the grease becomes too low.

The pump is electrically connected with the SLT through the connector (7).

The reservoir (2) is mounted on top of the pump unit. The reservoir is filled via the filler port (11). A filter (13) prevents contamination of the grease in the reservoir.

When filling the reservoir with grease the air above the follower plate (1) escapes. This air flows downward through an opening in the guide rod (3) and leaves the pump via the overflow port (12). The escape of a small quantity of grease via this connector during venting is quite normal.

### 3.3.3 Technical data

#### Plunger pump:

	part number					
	F110082	F110083	F110084	F110712	F111561	F111646
grease output <sup>1</sup> [cc/min]	50	25	25	50	25	25
max. grease pressure [bar]	100	100	100	100	100	100
content reservoir [litres]	8	8	4	4	4	4
supply voltage [V dc]	12	24	24	12	12	24
nominal current [A]	8	4	4	8	8	4
electrical connection: pin 1: plus pin 2: minus pin 3: pressure switch pin 4: low level switch	4-pin	4-pin	4-pin	4-pin	4-pin	3-pin
follower plate in reservoir	yes	yes	yes	yes	yes	yes
integrated pressure switch	yes	yes	yes	yes	yes	yes
low level switch	standaard	standaard	standaard	standaard	standaard	standaard
operating temperatures [°C]: 0-grease 00, 000, or of LT-grease <sup>2</sup>	-5...+80°C	-15...+80°C	-15...+80°C	-5...+80°C	-15...+80°C	-15...+80°C
weight [kg]	9.8	9.8	8.8	8.8	8.8	8.8

1. The output of the pump is specified in cubic centimetres (cc) per minute. If the greasing system is to operate properly however, the pump should have supplied the total quantity of grease required by the system before 95% of the greasing cycle has elapsed. The length of the cycle must be set accordingly. This will guarantee that the grease pressure reaches a minimum value of 80 bar and that the pressure switch in the pump will report this fact to the SLT. If the SLT does not receive this signal, it will generate an alarm signal.
2. Operating temperatures below -15°C

#### Oil pumps:

	part number	
	F114705 (24Vdc)	F172672 (24Vdc)
current consumption	4 A	4 A
reservoir capacity	4 liters	8 liters
delivery	50 cc/minute at 20°C	50 cc/minute at 20°C
oil pressure	55 bar	55 bar
temperature range	-20°C to +70°C	-20°C to +70°C
	at extreme circumstances please consult your local Groeneveld-organization	
weight	9.2 kg	10.2 kg

## 4. SingleLine Timer

The SingleLine Timer (SLT) is a multifunctional Groeneveld product and is composed with high-grade components to guarantee the control of the Groeneveld SingleLine greasing system.

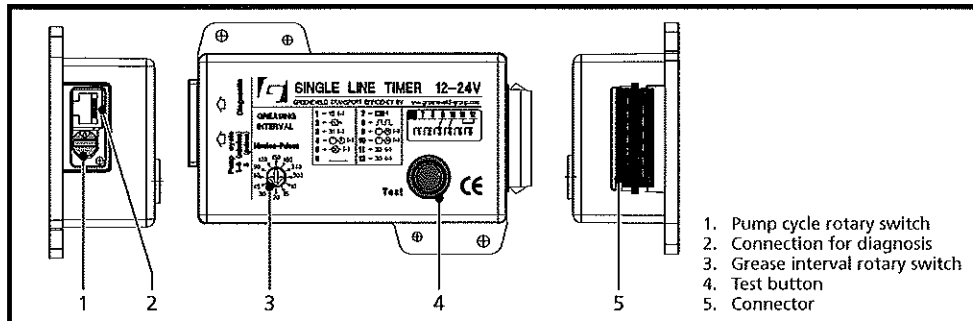


Figure 4.1 SingleLine Timer (SLT)

The SLT contains a grease interval rotary switch (3) with pre-defined time intervals in order to grease a connected greasing system with the correct time interval.

If greasing interval times are not applicable the SLT can be switched to a pulse counter mode with the pump cycle rotary switch (1).

The SLT controls the connected greasing system to a number of received pulses for example from brake lights or pulse switch.

Apart from greasing intervals controlled by time or pulses it is possible to set the pump time to its applicable type of pump, length of the primary line, size/number of metering units and temperature. Essentially, a correct setting is required.

A red test button (4) is situated at the SLT, which can be used for testing and adjusting the greasing system.

The alarms for possible system errors are indicated by an internal alarm buzzer and/or an alarm signal lamp to have optimal control of the Groeneveld SingleLine greasing system.

The SLT contains a memory bank for storing data and malfunctions, which can be diagnosed by its applicable SingleLine PC-GINA program, through the available diagnostic connection (2).

Groeneveld advises to carefully read the PC-GINA user's instruction prior to connecting the PC-GINA software to the SLT.

The following paragraphs explain how to set SLT for your Groeneveld automatic greasing system.

### 4.1 Adjusting the greasing interval time

The greasing interval time can be adjusted with the grease interval rotary switch (Figure 4.1/3) at the SLT. Rotate the switch by using a suitable screwdriver, to the desirable position. As a confirmation, a short audible beep sounds when rotating the switch in each position. A greasing cycle starts automatically after every completed greasing cycle and set greasing interval time.

Ensure the pump-time-rotary switch, can vary between 1 and 9 minutes, is set correctly. Please refer to paragraph 4.3 Determining and adjusting the pump time.



### 4.2 Adjusting the greasing interval pulses

The greasing interval pulses can be adjusted with the rotary switch (Figure 4.1/3) at the SLT. Rotate the switch by using a suitable screwdriver to the desirable position. As a confirmation, a short audible beep sounds when rotating the switch in each position. A greasing cycle starts automatically after every completed greasing cycle and the set number of pulses.

Ensure the pump-time-rotary switch is set to 0 in order to operate the SLT as a pulse counter, along with a fixed 3-minute pumping time. Please refer to paragraph 4.3 Determining and adjusting the pump time.

### 4.3 Determining and adjusting the pump time

After venting the greasing system and a proper installation the pumping time has to be determined and pre-set.

Please follow the next steps in order to determine the pumping time.

1. Remove the rubber plug at the site of the SLT.

#### Adjustment possibilities of the pump cycle rotary switch (Figure 4.1/1)

- Position 0 = Activated as pulse timer with a pump time of 3 minutes.
- Position 1 = 1 minute pump time
- Position 2 = 2 minutes pump time
- Position 3 = 3 minutes pump time
- Position 4 = 4 minutes pump time
- Position 5 = 5 minutes pump time
- Position 6 = 6 minutes pump time
- Position 7 = 7 minutes pump time
- Position 8 = 8 minutes pump time
- Position 9 = 9 minutes pump time



#### WARNING

At position 0 the SLT will act as pulse timer. Therefore pin 8 of the SLT connector (Figure 4.1/5) requires to be connected to the brake lights or pulse switch for example. Hereby the pumping time is locked into a fixed value of 3 minutes and not changeable.

2. Turn rotary switch (Figure 4.1/1) to position 9.  
If ignition is on when turning this rotary switch a short audible beep will sound in each position.
3. Switch ignition on.



#### ATTENTION

Ensure, prior to proceed with step 4, that the greasing system functions properly, **is filled up with grease, vented and pressureless.**

4. Manually operate one greasing cycle, by pushing the red test button (Figure 4.1/4) until a short audible beep will sound, hence release the test button and a greasing cycle starts momentarily.  
Record the time between the manually started greasing cycle and the on-pressure signal. The on-pressure signal can be identified when the internal alarm buzzer sounds an 3-second audible-pulsing signal.  
The recorded time between the manually started cycle and the on-pressure signal depends on type of pump, length of the primary line, size/number of metering units and temperature. Therefore it is important to set this correctly.

5. Turn the rotary switch of the pump time (Figure 4.1/1) to the correct position after determining the pumping time between the manually started greasing cycle and the on-pressure signal. The correct position: round the determined pumping time to the next full minute and add one minute (see example).
6. Close the sealing plug.

**Example:**

- Pump starts and the SLT receives an on-pressure signal after 38 seconds for example.
- Add 1 minute.
- The total time becomes 1:38.
- Rotate the pump cycle switch to position 2.
- Close the sealing plug.

### 4.4 Test button functions

#### 4.4.1 Manually start one greasing cycle with a on-pressure buzzer signal

Push the red test button (Figure 4.1/4). After 1 second a short audible beep will sound. Release the test button and a greasing cycle starts momentarily.

During the greasing cycle, if greasing system functions properly, a 3-second pulsing on-pressure signal will sound. This confirms the SLT received an on-pressure signal.

Possible malfunctions are represented by the alarm buzzer and/or signal lamp.

After switching ignition off or when a current cycle test finished the SLT will revert to an automatic mode.

#### 4.4.2 Manually start 10 greasing cycles

Push the red test button (Figure 4.1/4) for 6 seconds. After the short audible beep sounds a pulsing audible beep follows. Accordingly release the test button and a 10-greasing-cycle program starts momentarily. Only in this mode the interval times between the greasing cycles are equal to pumping time pre-set by the rotary switch.

Possible malfunctions are represented by alarm buzzer and/or signal lamp.



**ATTENTION**

During the 10-greasing-cycle program no on-pressure signals will sound.

After switching ignition off or when this 10-greasing-cycle program is finished the SLT reverts to the automatic mode.

#### 4.4.3 Switch the alarm buzzer off/on

The SLT is provided with an alarm buzzer and an alarm signal lamp output to warn the operator in case of malfunctioning of the greasing system and a low grease level (if a low level switch is provided in the reservoir).

Both the alarm buzzer and alarm signal lamp are enabled as default setting, the operator can define whether to be warned by the alarm buzzer and/or alarm signal lamp.

If the alarm buzzer is not desirable it can be disabled. Although, it would then be required to install the alarm signal lamp in a visionable area of the operator, to enable the control of the greasing system.

## Disabling the buzzer



### ATTENTION

In this case installing a alarm signal lamp is necessary!

1. Ensure that the SLT is not powered.
2. Push the red test button.
3. Switch ignition/power on.
4. Release the red test button.
5. A short pulsing audible beep indicates the buzzer is disabled.

## Enabling the buzzer

1. Ensure that the SLT is not powered.
2. Push the red test button.
3. Switch ignition/power on.
4. Release the red test button.
5. A short audible beep indicates the buzzer is enabled.

## 4.5 Alarm signals

The alarm signals are shown during or after the greasing cycle by the alarm buzzer and/or the alarm signal lamp.

Repetitive malfunctions will be represented in succession after detecting the error, by the buzzer and/or the alarm signal lamp.

When parameter of the alarm signal lamp is selected to light continuously by the SingleLine PC-GINA program, the alarm signal lamp will light continuously after detecting an error. If not disabled, the alarm buzzer continues to act with audible beep-function.

### 4.5.1 Alarm signal lamp

When a alarm signal lamp is installed, dedicated signals are shown during or after the greasing cycle, and will be reset automatically at factory defaults after finishing the greasing cycle. If malfunctions are present on the next greasing cycle they will be represented again to warn the operator for possible malfunctioning.

**Optional:** It is possible to select the alarm signal lamp to always-on after an alarm signal by the SingleLine PC-GINA program.

This is an option that can be applicable for stationary machines to where the standard lamp function is insufficient or poorly visible.

If this option is selected and alarm signal is continuously shown it can be reset after resolving the malfunction with the red test button as follows:

1. Switch ignition on.
2. Push the red test button (Figure 4.1/4) for 0.5 seconds.
3. Alarm signal lamp will go off.
4. Alarm signal lamp lights up at the next greasing cycle when malfunction has not been resolved.
5. If malfunction has been resolved the alarm lamp remains off.

**4.6 Technical data**

	<i>part number</i>
	<i>F125639</i>
Supply voltage	12...24Vdc
Pump output	Yes
Maximum current pump output	15 A
Alarm lamp output	Yes
Maximum current alarm lamp output	1 A
Impulse lamp output	Yes
Maximum current impulse lamp output	1 A
Pressure switch input	Yes
Low level switch input	Yes
Pulse input	Yes
Test button	Yes
Built-in alarm beeper	Yes
Greasing intervals adjustable	10, 15, 20, 30, 45, 60, 90, 120, 150, 180, 240 and 300 minutes or pulses
Pump cycle time adjustable	1,2,...9 minutes
Protection class	IP54
Diagnosis connector	Yes

## 4.7 Wiring diagram

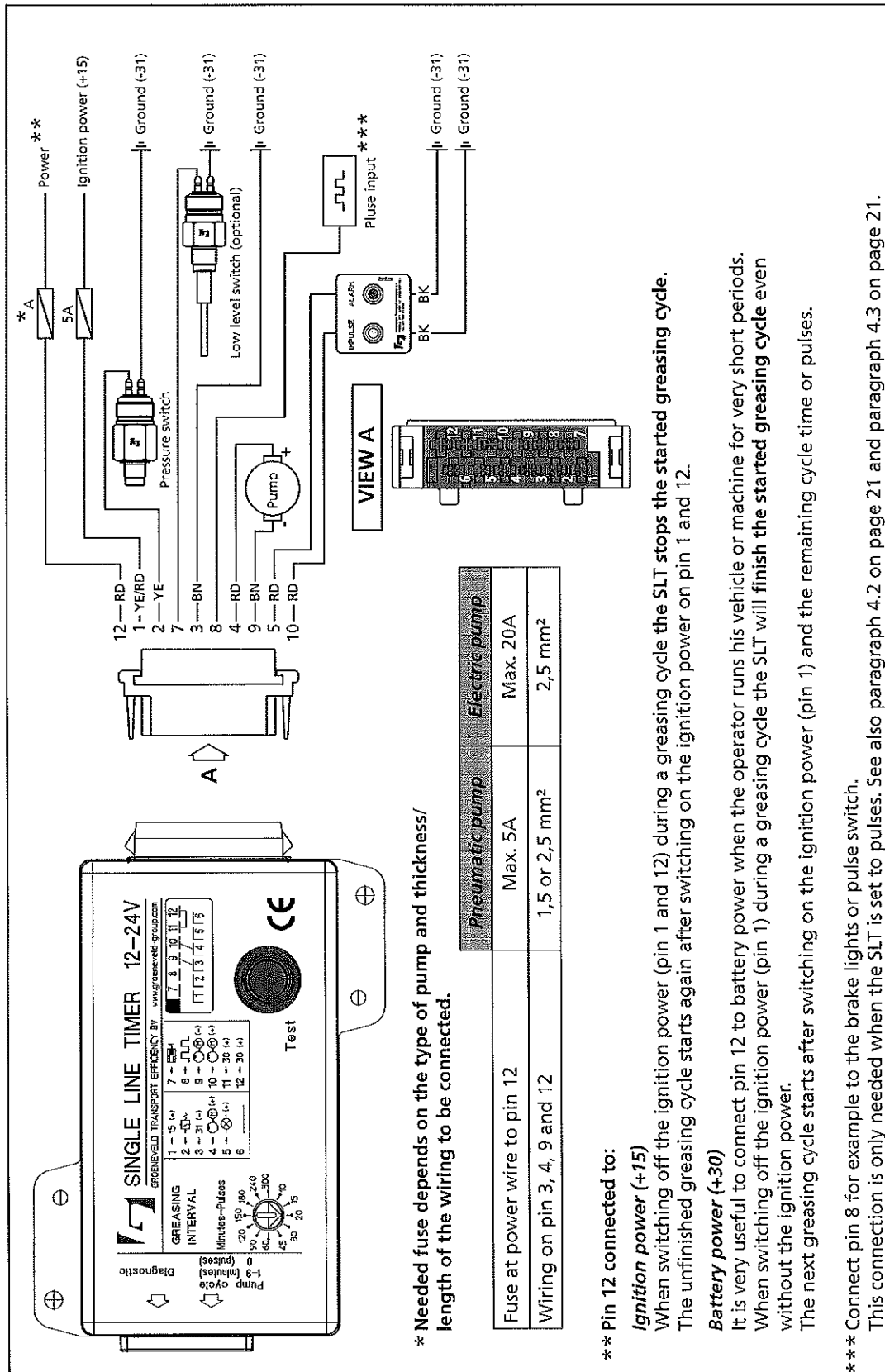


Figure 4.2 Wiring diagram of SLT

VENDOR CUSTOMER CODE	SUPPLIER PART NUMBER	SUPPLIER NAME	MANUFACTURER NAME	MANUFACTURER PART NUMBER	COMMODITY CODE	ITEM DESCRIPTION	EXTENDED DESCRIPTION	UNIT OF MEASURE	LIST PRICE	DELIVERY DAYS
VC1000019609	EP-O	DAIGLE & HOUGHTON INC	Groenveld		05500	Automatic Grease Lubricating System	Patrols & Wheelers	ea	\$2,985.00	30