**STATE OF MAINE**

**Department of Defense, Veterans & Emergency Management**

*Military Bureau*



**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

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| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | *Sara Thompson* |
| **TITLE:** | *Procurement Manager* |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

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| --- | --- | --- |
| **Bidders’ Conference** | **DATE:** | Tuesday, June 3, 2025 |
| **TIME:** | 9:00 a.m. |
| **LOCATION:** | Camp Keyes, Building 7, 194 Winthrop Street, Augusta, ME |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | June 6, 2025, no later than 11:59 p.m., local time |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | |

|  |  |  |
| --- | --- | --- |
| **Proposal Submission Deadline** | **DATE:** | June 18, 2025, no later than 11:59 p.m., local time. |
| **TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | |

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PUBLIC NOTICE

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**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

The State of Maine is seeking proposals for HVAC & Plumbing and associated controls/preventive maintenance and emergency repair for various State of Maine Military Bureau facilities.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

A Bidders’ Conference will be held on June 3, 2025, at 9:00 a.m. at the following location: Camp Keyes, Building 7, 194 Winthrop Street, Augusta, ME.

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on June 18, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **AC** | Air Compressor |
| **AC Split Unit** | Mitsubishi Split Air Conditioning/Heat Unit |
| **AHU** | Air Handling Units |
| **ASHRAE** | American Society of Heating, Refrigerating and Air Conditioning Engineers |
| **BACS** | Building Automation Controls System |
| **B.A.S. Technician** | Building Automated Systems Technician |
| **CU** | Condensing Units |
| **CUH** | Combined Heat and Power Units |
| **Department** | Department of Defense, Veterans and Emergency Management |
| **DDC** | Direct Digital Control System |
| **DH** | Stulz Dehumidifiers/Vaults |
| **EDH** | Electric Duct Heater |
| **EF** | Exhaust Fans |
| **ERU** | Energy Recovery Unit |
| **FCU** | Fan Coil Unit |
| **FTR** | Fin Tube Radiant Heater |
| **GHP** | Gas Fired Heat Pumps |
| **GUH** | Gas Unit Heater |
| **HC** | Heating Coil Unit |
| **HP** | Heat Pumps |
| **HVAC** | Heating Ventilation and Air Conditioning |
| **IU** | Indoor Units |
| **JACES** | Java Application Control Engine |
| **MEARNG** | Maine Army National Guard |
| **MUA1** | Propane Heater |
| **MUA** | Make Up Air Units |
| **P** | Pumps for Rainwater/Sewage/Sump/Geothermal Well |
| **PW** | Hot Water Heaters/Indirect Fired Hot Water Heaters/Solar Heaters |
| **PPW** | Portable Water Booster Pumps |
| **Premium Hours** | Hours before and after regular hours, weekends and holidays |
| **OSHA** | Occupational Safety and Health Administration |
| **Regular Hours** | Weekdays 7:30 a.m. to 4:30 p.m. |
| **RFP** | Request for Proposals |
| **RTU** | Roof Top Units |
| **State** | State of Maine |
| **SWP** | Solar Hot Water Circulator |
| **UH** | Unit Heater |
| **UP** | Unit Pumps |
| **VRF** | Variable Refrigerant Flow Heaters |
| **WH** | Water Heaters/Gas Fired |

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

*Military Bureau*

**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Defense, Veterans & Emergency Management (Department) is seeking proposals for HVAC & plumbing and associated controls/preventive maintenance and emergency repair for various Military facilities as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

Technicians Requirements: Provider must have technicians whether in house or under contract having the following applicable State of Maine Professional licenses:

* + 1. Master Plumber
    2. Master Oil Burner
    3. Refrigeration Handler Certificate (EPA608)
    4. Propane and Natural Gas Technician
    5. Large Equipment Connection and Service
    6. Niagara BAS systems including Niagara N4 Technical Certification

The Provider must provide copies of all required licenses and certifications as they are renewed to the Department.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two (2) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | July 1, 2025 | June 30, 2026 |
| Renewal Period #1 | July 1, 2026 | June 30, 2028 |
| Renewal Period #2 | July 1, 2028 | June 30, 2030 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

The Provider will perform scheduled periodic and emergency HVAC/Plumbing and associated Direct Digital Control repair to State of Maine Military Bureau Facilities for facilities listed in all five (5) zones (see Appendix F –HVAC Zones and Appendix G – HVAC Equipment List).

1. **Overview**
   1. The Provider will furnish all labor, equipment and material necessary for the Scheduled Maintenance as well as be available for 24-hour emergency repair while adhering to all applicable codes and regulations. The work of this RFP involves performing routine scheduled maintenance and emergency repair of HVAC/Plumbing and associated Direct Digital Control systems.
   2. For the purpose of this RFP, the term *regular hours* refers to the hours between 7:30 a.m. & 3:00 p.m. (local) Monday through Friday. The term *premium hours* refers to the hours before and after regular hours, weekends and the twelve holidays recognized by the State of Maine.
   3. The Provider must become acquainted with and evaluate the condition of all equipment. Failure to do so will not relieve the Provider of responsibility for accurately estimating cost and difficulties of performing maintenance and repairs.
   4. The Provider will be responsible for providing labor with qualifications commensurate with the work requested, more qualified help may be provided, however the rate billed must reflect the task.
   5. Equipment rental and subcontracted services for repairs not considered periodic maintenance must be itemized on the invoice for which it was used.
   6. Both invoices for services and copies of invoices for materials used must reflect the corresponding work order number issued by the Military Bureau for each service rendered. If mileage is charged, it will be charged at the current [state reimbursement rate](https://www.maine.gov/osc/travel/mileage-other-info#:~:text=Mileage%20Reimbursement%20Rates%3A,rate%20is%20%240.50%20per%20mile.) on the date of the travel
   7. Technicians Requirements: Provider must have technicians whether in house or under contract having the following applicable State of Maine Professional licenses:
      1. Master Plumber
      2. Master Oil Burner
      3. Refrigeration Handler Certificate (EPA608)
      4. Propane and Natural Gas Technician
      5. Large Equipment Connection and Service
      6. Niagara BAS systems including Niagara N4 Technical Certification

The Provider must provide copies of all required licenses and certifications as they are renewed to the Department.

1. **Agency And Code Approvals**
   1. All products of the Direct Digital Control System (DDC), also referred to as the Building Automation Control System (BACS) shall be provided with the following agency approvals. Verification that the approvals exist for all proposed products shall be provided prior to installation of components other than in kind replacement/repair. Systems or products not currently offering the following approvals are not acceptable.
      1. UL-916; Energy Management Systems
      2. C-UL listed to Canadian Standards Association C22.2 No. 205-M1983 "+signal Equipment"
2. **Software License Agreement**

The Owner, (Department of Defense, Veterans and Emergency Management) shall agree to the manufacturer's standard software and firmware licensing agreement as a condition of this RFP. Such license will grant use of all programs and application software to Owner as defined by the manufacturer's license agreement but shall protect manufacturer's rights to disclosure of trade secrets contained within such software.

The Owner, (Department of Defense, Veterans and Emergency Management) shall be the named license holder of all software associated with any and all incremental work on the project(s). Any and all required IDs and passwords for access to any component or software program shall be provided to the owner.

The Owner, (Department of Defense, Veterans and Emergency Management) or their appointed agent, shall receive ownership of all job specific software configuration documentation, data files, and application-level software developed for the project. This shall include all custom, job specific software code and documentation for all configuration and programming that is generated for a given project and/or configured for use within Niagara 4.6/N4 Framework (Niagara) based controllers and/or servers and any related LAN/WAN/Intranet and all connected routers and devices.

1. **Quality Assurance**
   1. Quality of Compliance: Control systems shall be installed by trained control mechanics regularly employed in installation and calibration of BACS equipment by the manufacturer of the proposed equipment to be installed.
2. **Inventory and Equipment**
   1. The Provider must own the proper tools and test equipment to maintain all the covered systems.
   2. The Provider will maintain a network of suppliers whose inventory includes replacement parts for components in the systems under the awarded contract. This includes, but is not limited to:
      1. Sensors
      2. Controllers
      3. Dampers
      4. Valves
      5. Actuators
      6. Relays
      7. Belts
      8. Filters
      9. Flame Safeguards
      10. Boiler Controls
      11. Compressors and Related Material
      12. Computer Boards
3. **Maintenance Procedures and Record**
   1. All preventive maintenance tasks are based on the Manufacturer’s Operations and Maintenance Equipment and Task List attached on Appendix G. The Provider must provide copies of PM reports with all invoices.
   2. The Provider must supply all necessary records required for compliance to National emission standards for Hazardous Air Pollutants: Industrial, Commercial, and Institutional Boilers Area Sources " <https://www.epa.gov/stationary-sources-air-pollution/industrial-commercial-and-institutional-area-source-boilers> commonly referred to as 6j", as well as all E.P.A. requirements for the handling recovery and recycling or disposal of refrigerants.
   3. As work is scheduled, Provider will issue to the mechanic on the job, a service order detailing exactly what tasks to perform.
   4. After each service call or PM service is completed, a "service report" must be furnished to the Department's Director of Building Control Operations within seven working days, whose contact information shall be provided upon award.
   5. All mechanical preventative maintenance on the heating systems in each facility listed will be performed prior to heating season, October 1st, per manufacturer recommendations.
   6. All Air conditioning units will be serviced prior to the cooling season, June 1st, per manufacturer’s recommendations. This is to include cleaning all filters and condensation pumps and drain lines.
   7. All DDC controls will be reviewed yearly for each unit in every facility listed to ensure they are performing correctly, and the Graphic User Interface depicts the correct information as it happens. All Jace’s will be rebooted at this time to ensure proper information and connection. All applicable licenses will be renewed by the contractor to ensure there is NO lapse in license certification.
4. **Preventive Maintenance Calls**
   1. All planned maintenance service will be performed during the Department's regular working hours 7:00 a.m. - 3:00 p.m.
   2. Department will provide reasonable means of access to all equipment covered. The Provider must coordinate any interruptions to the operation of the mechanical system(s) with the Department's Director of Building Control Operations.
   3. For Preventive Maintenance Scheduling, the Provider shall schedule preventive maintenance through direct communication with the Department's Director of Building Control Operations.
   4. All mechanical preventative maintenance will be performed in accordance with the equipment’s manufacturer recommendation.
   5. The Building Automation Controls Systems (BACS) service will consist of ensuring each point in the covered facilities will be gone through to ensure proper operation. There are 21 (JACES) throughout the facilities, state wide, and each one will be reset prior to the building controls being checked.
5. **Emergency Service**
   1. Emergency services must be provided 24 hours a day to minimize downtime and inconvenience.
   2. The Provider will provide emergency service on an as needed basis.
   3. Department approval is required for all repairs and associated costs before they are performed.
   4. Emergency services shall be considered as work in addition to the scheduled preventive maintenance.
   5. All costs and expenses incurred and expended on such a call shall be invoiced separately from the contract at the contracted rates and shall be stated as such on the invoice.
   6. This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and legal holidays included.
   7. Equipment Not Included:

Maintenance services, including repair labor and part replacements, for portions of the equipment that are non-maintainable or non-moving are not included as part of these specifications.

All parts and services above the defined scope, i.e. (Miscellaneous and Emergency service, and replacement parts, and equipment not included) must be authorized by the Director of Building Control Operations prior to installation.

These invoices may be billed and paid separately from the contract.

* 1. The Provider must respond to an emergency within two (2) hours after notification.
  2. The Provider shall supply one contact phone number for emergency services.
  3. The Provider shall perform emergency repair services within twenty-four (24) hours and non-emergency work within two (2) weeks.

1. **Parts and Complete Replacement**
   1. Provider will perform necessary periodic maintenance identified in the HVAC equipment list on Appendix G.
   2. It is understood that the preventive maintenance parts/materials, i.e. filters, grease, oils etc. will be included in the annual cost, and additional and/or emergency repair parts will be billed to the Department at cost plus the 15% of mark up as written on the cost proposal forms.
   3. The Provider must provide manufacturers invoice for **all** parts.
2. **Efficiency Maine Paperwork**
   1. Provider will be responsible for filling out and filing Efficiency Maine paperwork.
   2. Coordination with the Department's Energy Manager will be done for each qualifying project to ensure correct accounting reimbursement. https://[www.efficiencymaine.com/](http://www.efficiencymaine.com/)
   3. Additional consideration for lead time of materials ordered will be allowed provided the materials are ordered within three working days of a scheduled site visit and an estimated delivery date from the manufacturer/supplier is provided in writing.
3. **Troubleshooting**
   1. Work will include troubleshooting, repairs, replacement and general maintenance, for the purpose of this contract emergency means life safety issues.
   2. The Provider will not make repairs, replace parts or units necessitated by reason of negligence or misuse of equipment without receiving approval from the Departments Director of Building Control Operations.
   3. All parts, components or devices for the HVAC systems that are worn or are not in proper operational condition, will be repaired, and/or replaced with new parts, components, or devices.
   4. Providers shall be available, at no additional charge, for consultation regarding design changes and equipment selection, based on their past experiences with similar systems.
4. **Equipment Not Included**
   1. Maintenance services, including repair labor and parts replacement, for portions of the systems and equipment that are non-maintainable or non-moving are not included as part of this specification.

The Provider will provide a report of any work that is outside the scope of this specification that is deemed as, in need of attention.

* 1. This specification covers only that equipment as listed herein, and in the event the system is altered, changed, or if any equipment is added, then that portion shall be added or deleted as required, and shall be in accordance with this specification.

1. **Sub-contracting**
   1. Services will be performed by qualified and trained service personnel that are directly employed by the Provider or their subcontractor for which the Provider is responsible.
   2. Subcontracted services are a potential security risk; therefore, the Provider must provide to the Department information on any and all subcontracted employees intended to access a MEARNG Facility and are the sole responsibility of the Provider.
2. **Provider requirements**
   1. Background Check: Anyone allowed into the facility by the contracted vendor's personnel is considered to be a representative of the Provider and shall be required to have a prior approved Department background check before being allowed into the facility.
   2. Provider and subcontractors performing work shall be required to submit to fingerprinting and formal background checks sufficient to satisfy current Department of Defense security clearances for Provider's or subcontractors requiring access to the MEARNG Network or for the purpose of performing work in secure areas as may occur.
   3. The Provider must supply a list of people who may be either involved in the work effort or present at the facility to the Agreement Administrator within two weeks after the award of the contract or two weeks prior to the beginning of the contract whichever comes first. The list will include the following information for each person:
      1. First name
      2. Middle initial
      3. Last name
      4. Date of birth
      5. Maiden name(s)
      6. Driver’s License Number and Issuing State
      7. Social Security Number
      8. Address
   4. The Department retains the right to screen and restrict from the facility personnel employed by or represents the Provider who do not receive a satisfactory/passing background check.
   5. The Department will provide to the Provider the names of the Provider’s personnel that are acceptable for access, and those that are not acceptable for unescorted access into facilities. Department will not share any specifics regarding why certain personnel are considered unacceptable for access.
   6. Disqualified Persons: Persons will be automatically disqualified if their background checks show they were convicted or currently charged with a crime that is punishable by an imprisonment for a term of one year or more or found not criminally responsible of committing a crime that is punishable by an imprisonment for a term of one year or more.
   7. Persons may be disqualified for convictions and associated criminal behavior defined in [M.R.S. Title 17-A](https://legislature.maine.gov/statutes/17-a/title17-ach0sec0.html) , Maine Criminal Code, equivalent violations in other states, and federal law.
   8. Exemptions to the above provisions may be authorized by the Security Officer or his designee.
3. **Vetting**
4. The Department retains the right to screen and restrict from the facility personnel employed by or representing the provider who do not receive a satisfactory/passing background check.
5. All persons must pass a federal background check conducted by the Department of Defense, Veterans and Emergency Management (DVEM) before being allowed into/onto the facility grounds. This applies for all Maine National Guard facilities and grounds.
6. The Contractor must supply a list of people who may be either involved in the work effort, accompanying the Contractor, subcontracted, or present at the facility to the Vetting Coordinator. This must happen within two weeks after the award of the contract or two weeks prior to the beginning of the contract whichever comes first. This also applies to any “new” employees that become part of the project for the contract’s length.
7. The list will include first name, middle initial, last name, date of birth, maiden name, social security number or another federal issued identification number and driver’s license number & state issued for each person.
8. The Department will provide to the Provider the names of those personnel that are acceptable for access, and those that are not acceptable for unescorted access into/onto our facilities. The Department will not be legally allowed to share any specifics regarding why certain personnel are considered unacceptable for any access.

**PART III KEY RFP EVENTS**

1. **Bidders’ Conference**

The Department will sponsor a Bidders’ Conference concerning the RFP beginning at the date, time and location shown on the RFP cover page. The purpose of the Bidders’ Conference is to answer and/or field questions, clarify for potential Bidders any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to the RFP. Although attendance at the Bidders’ Conference is not mandatory, it is strongly encouraged that interested Bidders attend.

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
      2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202503045 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidders’ proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

Technicians Requirements: Provider must have technicians whether in house or under contract having the following applicable State of Maine Professional licenses:

* + 1. Master Plumber
    2. Master Oil Burner
    3. Refrigeration Handler Certificate (EPA608)
    4. Propane and Natural Gas Technician
    5. Large Equipment Connection and Service
    6. Niagara BAS systems including Niagara N4 Technical Certification

The Provider must provide copies of all required licenses and certifications as they are renewed to the Department.

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Financial Viability**

Bidders must provide the following information for each of the past three tax years:

* + 1. Balance Sheets
    2. Income (Profit/Loss) Statements
  1. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certification or specific credentials that are related to providing the proposed services of the RFP. This documentation may include:

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

* 1. **Implementation - Work Plan**

Bidders must provide a realistic work plan for the implementation of the program through the first contract period. The work plan must be displayed in a timeline chart, and concisely describe each program development and implementation task, the month it will be carried out, and the person or position responsible for each task. If applicable, Bidders must identify all tasks to be delegated to subcontractors.

**Section IV** **Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting July 1, 2025 and ending on June 30, 2030
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points – Eligibility Requirements)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **(35 points)** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **(20 points)** |
| **Section IV.** | **Cost Proposal**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **(45 points)** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Section IV, the Cost Proposal, will be scored as described below.
  2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 45 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x (45) = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept 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 proposal.

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

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120) Chapter 120.  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 conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine Master Agreement with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor 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 the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Questions Form

**Appendix F** – HVAC Zones

**Appendix G** – HVAC Equipment

**APPENDIX A**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**PROPOSAL COVER PAGE**

**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| *(Provide information requested below if* ***different*** *from above)* | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* 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.
* 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.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*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 (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202503045**

**HVAC & Plumbing/Preventative Maintenance & Emergency Repair**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*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:*

1. *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.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *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.*
4. *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*.
5. *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.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.**  *If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.* |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**COST PROPOSAL FORM**

**RFP# 202503045**

**HVAC & Plumbing/Preventive Maintenance & Emergency Repair**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$** |

Bidders must submit a cost proposal that includes the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The proposed cost must be presented as a fixed amount.

The Cost of Scheduled Maintenance for the Contract Period will be used to score the cost proposal as defined Part V, B, 3 of the RFP.



**APPENDIX E**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**SUBMITTED QUESTIONS FORM**

**RFP# 202503045**

**HVAC & Plumbing/Preventative Maintenance & Emergency Repair**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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**APPENDIX F**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**HVAC Zones**

**RFP# 202503045**

**HVAC & Plumbing/Preventative Maintenance & Emergency Repair**

|  |
| --- |
| **ZONE 1** |
| FMS #5 - Caribou, 20 North Street, Caribou |
| Presque Isle Armory, 6 Edgemont Drive, Presque Isle |
| Calais Armory, 11 Calais Avenue, Calais |
| **ZONE 2** |
| Aviation Readiness Center, Building #100, 28 Hayes Street, Bangor |
| Armed Forces Reserve Center, 300 North Hildreth Street, Bangor |
| Regional Training Institute,100 North Hildreth Street Bangor |
| BLDG # 260 - Army Aviation Support Facility, 28 Hayes Street, Bangor |
| BLDG # 250 FMS #3, 28 Hayes Street, Bangor |
| BLDG # 255, 28 Hayes Street, Bangor |
| BLDG # 251, 28 Hayes Street, Bangor***( Repair Only)*** |
| Brewer Armory, 133 Elm Street, Brewer |
| Skowhegan Armory, 9 North Armory Drive, Skowhegan |
| **ZONE 3** |
| Bog Brook Training Site,1140 Gilead Road, Gilead, 13 buildings, bathroom contract starts August 2025. Currently under construction |
| Norway Armory, 17 Elm Street, Norway |
| Armed Forces Reserve Center, 11 Ordinance Way, Brunswick |
| Lewiston Armory and MVSB, 55 Alfred Plourde Parkway, Lewiston 3 buildings |
| FMS #2 Auburn Maintenance, 64 Mount Apatite Road, Auburn 2 buildings New addition contract starts on January 2025 |
| **ZONE 4** |
| Waterville Armory, 74 Drummond Avenue, Waterville |
| WMD CST, 1 Armory Road, Waterville |
| Joint Forces Head Quarters 23 Blue Star Avenue, Augusta |
| Augusta Armory, 179 Western Avenue, Augusta service contract to start January 2025 |
| Building 3, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 5, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 7, Camp Keyes, 194 Winthrop Street, Augusta  Building 8, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 12, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 14, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 16, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 17, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 24, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 35, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 37, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 34, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 39, Camp Keyes, 194 Winthrop Street, Augusta |
| Building 41, Camp Keyes, 194 Winthrop Street, Augusta |
| **ZONE 5** |
| Westbrook Armory, 120 Stroudwater, Street, Westbrook |
| Sanford Armory, 88 William Oscar Emery Drive, Sanford |

**APPENDIX G**

**State of Maine**

**Department of Defense, Veterans & Emergency Management**

**HVAC Equipment List**

**RFP# 202503045**

**HVAC & Plumbing/Preventative Maintenance & Emergency Repair**

