**STATE OF MAINE**

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

*Military Bureau*



**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

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| **RFP Coordinator** | **NAME:** | Tanya L. Schaub |
| **TITLE:** | Contract/Grant Specialist |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* |

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| --- | --- | --- |
| **Bidders’ Conference** | **DATE:** | June 10, 2025 |
| **TIME:** | 9 am |
| **LOCATION:** | 23 Blue Star Avenue, Augusta, ME 04330 |

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| --- | --- |
| **Submitted Questions Due Date** | June 12, 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.*  |

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| **Proposal Submission Deadline** | **DATE:** | June 25, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

TABLE OF CONTENTS

|  |  |
| --- | --- |
|  | **Page** |
|  |  |
| **PUBLIC NOTICE** | **3** |
|  |  |
| **RFP DEFINITIONS/ACRONYMS** | **4** |
|  |  |
| **PART I INTRODUCTION** | **5** |
| 1. PURPOSE AND BACKGROUND
 |  |
| 1. GENERAL PROVISIONS
 |  |
| 1. ELIGIBILITY TO SUBMIT BIDS
 |  |
| 1. CONTRACT TERM
 |  |
| 1. NUMBER OF AWARDS
 |  |
|  |  |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **7** |
|  |  |
| **PART III KEY RFP EVENTS** | **14** |
| 1. BIDDERS’ CONFERENCE
 |  |
| 1. QUESTIONS
 |  |
| 1. AMENDMENTS
 |  |
| 1. PROPOSAL SUBMISSION
 |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **16** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **19** |
| 1. EVALUATION PROCESS – GENERAL INFORMATION
 |  |
| 1. SCORING WEIGHTS AND PROCESS
 |  |
| 1. SELECTION AND AWARD
 |  |
| 1. APPEAL OF CONTRACT AWARDS
 |  |
|  |  |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **21** |
| 1. CONTRACT DOCUMENT
 |  |
| 1. STANDARD STATE CONTRACT PROVISIONS
 |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **22** |
|  **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  |  |
|  |  |
|  |  |
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PUBLIC NOTICE

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**State of Maine**

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

***Military Bureau***

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

The State of Maine is seeking proposals for a contractor to service and perform preventative maintenance on the 16 state-wide Elevators and Lifts in the MEARNG facilities. These are to be performed quarterly as directed by the control programs.

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 10, 2025, at 9am at the following location: Camp Chamberlain, 23 Blue Star Avenue, Augusta, ME 04330

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on June 25, 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** |
| **ADA** | Americans with Disabilities Act |
| **ANSI** | American National Standard Institute |
| **ASME** | American Society of Mechanical Engineers |
| **Bangor AFRC** | Bangor Armed Forces Reserve Center |
| **CFR**  | Code of Federal Regulations |
| **Contract** | Formal And Legal Binding Agreement |
| **Contractor/Vendor/ Provider/Bidder** | Person/Group Completing the RFP Bid |
| **Department/DVEM**  | Department of Defense, Veterans and Emergency Management – Military Bureau |
| **EPA** | Environmental Protection Agency |
| **FOAA** | Freedom of Access Act |
| **FOB** | Fee On Board – Freight Delivered To Destination |
| **GHS** | Globally Harmonized System |
| **JFHQ/Camp Chamberlain** | Joint Force Head Quarters |
| **MAAP** | Maine Uniform Accounting and Auditing Practices for Community Agencies |
| **MEARNG** | Maine Army National Guard |
| **M.R.S. Title** | Maine Revised Statues |
| **NEC** | National Electric Code |
| **NGB** | National Guard Bureau |
| **PFAS** | Pre and Polyfluorinated Substances |
| **PM** | Preventive Maintenance |
| **RCRA** | Resource Conservation and Recovery Act |
| **RTI** | Regional Training Institute, Bangor |
| **SDS** | Safety Data Sheet |
| **State/SOM** | State of Maine |
| **TPR** | Technician Personnel Regulation |

**State of Maine**

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

*Military Bureau*

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Defense, Veterans & Emergency Services – Military Bureau is seeking a contractor to quarterly service and perform preventative maintenance on the 16 state-wide Elevators and Lifts in the MEARNG 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.

These inspections are to be conducted in accordance with all the national codes and standards. They are required to be completed and documented quarterly, for general service and preventative maintenance. The contractor will be responsible for the coordination of all necessary vendors to complete this work, including hiring any subcontractors needed for proprietary work needed.

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**

Must be licensed in the State of Maine as an elevator or lift mechanic. At least one current license must be provided with the bid documents.

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 renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

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

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 8/1/2025 | 7/31/2026 |
| Renewal Period #1 | 8/1/2026 | 7/31/2028 |
| Renewal Period #2 | 8/1/2028 | 7/31/2030 |

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**

1. Services/Scope
	1. The Contractor will be responsible for performing all the service and PM for all four (4) Quarterly maintenance control program schedules for the elevators and lifts.
	2. Elevator service inspections will be carried out by a qualified and licensed mechanic and will include
		1. Careful visual inspection
		2. Visual verification of all mechanical components
		3. Visual verifications of all electrical components
		4. Visual verification of all structural components.

* 1. Service inspections will be conducted in accordance with the applicable requirements of:
		1. NEC National Electrical Code
		2. ANSI/ASME American National Standard Institute/the American Society of Mechanical Engineers
		3. Safety Code for Elevators and Escalators American Society of Mechanical Engineers (ASME) A17.1
		4. Safety Standard for Platform Lifts and Stairway Chairlifts (ASME) A18.1. [www.asme.org](https://www.asme.org/)
	2. Any Critical Safety items found during the inspection will be communicated to the Program Administrator immediately.
		1. Any critical safety items found that would require unit to be taken out of service – the Contractor is to take the unit out of service and label/tag accordingly while contacting the Program Administrator.
			1. Program Administrator or their designee must be contacted prior to Contractor leaving site.
		2. Any critical items will also be logged and followed up with a written report within 1 day.
	3. The Contractor shall coordinate any necessary cross functional testing, such as with fire panels annual testing and emergency services.
		1. The Program Administrator shall provide the winning bidder with the necessary contacts to make this coordination
		2. This includes any subcontractors the Contractor needs to work with to provide all the services/PM’s listed here on proprietary equipment. It will be the Contractor's responsibility to hire and coordinate maintenance work with any Vendors on proprietary equipment.
	4. The Contractor shall maintain the following elements:
		1. Controllers: including relays, contacts, coils, timers, printed circuit boards, microprocessor boards, controller wiring, travel cable wiring, hoist way wiring, fuses/fuse holders, and timers/time clocks.
		2. Selector: including electrical or mechanical drive components, cams. Contacts, relays, resistors, leads, transformers, and solid-state components.
		3. Fixtures: including car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches, locks, lamps, and sockets.
		4. Machine Motor: including gears, bearings, brakes and related parts, brushes, windings, commutators, rotating equipment, contact coils, and resistors for motor circuits, V-belts, sheaves and wiring.
		5. Pump: including sheaves, screens, filters, hoses, and any other parts thereof.
		6. Valves: complete, including relief valve, leaking valves, check valve, strainers, springs, gaskets, and any other parts thereof.
		7. Jack Unit: including plunger, guide bearing, packing and packing gland.
		8. Governor: including sheave, bearings, shafts, contacts and governor jaws.
		9. Car: including power door operator, door protective devices, car door operator, hangers, car door contact, and load weighting equipment, car safety devices, car guide shoes, and sub flooring.
		10. Hoist way: including deflector sheave, secondary sheaves, buffers, governor tension assemblies, limit switches, compensating sheave assemblies, compensating chain or cable, traveling cables, hoist way and machine room wiring, hoist way door interlocks, hoist way door hangers and shoe gibs and auxiliary closer.
			1. Also brush down and vacuum the hoist way, divider beams, door hangers, car top & bottom, doorsills, and pit.
		11. Accessory Equipment: all accessory elevator equipment, including equipment installed prior to the commencement of this contract.
	5. The Contractor shall perform the following Elevator PM tasks:
		1. The Contractor shall keep the guide rail properly lubricated, except where the roller guides are used and when necessary to renew guide shoe inserts, or roller guides when used, to promote smooth and quiet operation.
		2. The Contractor shall ride the elevator to ensure floor levels, door operation and check all fixtures lamps (replacing when needed).
		3. The Contractor shall renew the ropes as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.
		4. The Contractor shall furnish lubricants compounded to specifications and selected to give the best performance and proper level.
			1. Lubricate pump, pump motors, couplings, valve control equipment, guide or guide rollers, interlocks, automatic door operator and its linkage parts.
			2. The Contractor will add hydraulic fluid when needed.
		5. The Contractor shall clean elevator machines, including the pump, valve, and motor.
		6. Post “Out of Service for testing” signs at all operating stations when performing testing/PM’s.
		7. Testing and Inspection - the Contractor shall proceed to examine, adjust, clean, and lubricate the equipment.
			1. The Contractor will also test and inspect the smoke detector.
			2. Including in the testing is the annual pressure relief test on hydraulic elevators with a written report to the State Elevator Authority.
		8. All applicable tests shall be completed by the Contractor on a timely basis and recorded on the Department of Labor and Industry’s Elevator Test Log Form, which shall be kept in the machine room at each station.
	6. The Contractor will be responsible for performing the recommended maintenance control program schedule for the handicapped lift PM service.
1. Cleaning/Lubrication: clean and lubricate rails with ATF; clean accumulated dirt from plunger and cylinder scraper area; lubricate door hinges.
2. Drive/Suspension/Structural: Check overall alignment of cylinder and plunger; check entire unit for leaks – jack, piping & power unit – check oil level; Inspect rail bracket for tightness; masonry walls for cracks; wood frame walls & blocking for compression failure/fatigue; inspect jack pickup for tightness and wear; inspect guide shoes/rollers – adjust if required; inspect car to sling connections and rail bracket connections; inspect welds on rail bracket, car sling & platform sides; adjust operation of manual lowering from outside hoist way.
3. Electrical: Inspect operation of terminal limits switches, final limit & door lock contacts – adjust if required; inspect operation of car station & hall station(s); inspect alarm function & controller parts; inspect trailing cable for wear or damage; inspect machine electrical components, including disconnect & lock-out covers; inspect battery operation under power out conditions; check anti-creep operation at all landings.
4. Post “Out of Service” signs at all operating stations when performing testing/PM’s.
5. Open and Lock controller disconnect if power is not required.
6. Evidence of excessive corrosion or structural failures is to be reported immediately. Photograph all defects for further investigation.
	1. The Contractor shall furnish all personnel, parts, materials, test equipment, tools, and services in conformance with the terms and conditions as outlined.
	2. A comprehensive check list of items checked with a pass/fail and Items that need to be replaced will be sent to the Director of Building Control Operations upon completion of the inspection to assess the cost of any parts needed to be replaced to approve replacement, cost, and time frame to be completed.
	3. The department will provide reasonable means of access to all equipment listed below.
	4. The contractor will be free to start and stop all primary equipment incidentals to the operation of the mechanical system(s) as arranged with department representatives.
	5. The Contractor shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to inspect the conditions or become acquainted with all the information concerning the services to be performed.
	6. Please note that these facilities are used by the military. The appearance and cleanliness of the facility are a direct representation of the Department. Work area cleanliness must be at the highest level. The Contractor will be required to ensure the work area is thoroughly cleaned up after service is provided.
	7. PM Procedures and Records:
		1. The Contractor will provide the Departments designated representative copies of all PM report/ checklist with all invoices and also show any deficiencies on all Elevators and Handicapped Lifts listed in each facility.
			1. In addition to invoices and PM reports, the Contractor will submit any certification on the equipment.
		2. Identifying any items requiring additional maintenance repairs, parts and/or service not addressed in the PM Service will be brought to the Assistant Superintendent of Buildings’ attention and will not be completed before written approval is obtained.
		3. All PM tasks are based on the specifications listed in this RFP and the Safety Code for Elevators and Escalators American Society of Mechanical Engineers (ASME)
		4. 17.1 and Safety Standard for Platform Lifts and Stairway Chairlifts (ASME) A18.1. [www.asme.org](https://www.asme.org/) As work is scheduled the Contractor shall issue, to the technician on the job, a service report detailing exactly what tasks to perform.
	8. Miscellaneous and Emergency Service:
		1. Miscellaneous and Emergency repairs are required for all Elevators and Handicapped Lifts could potentially be requested on twenty-four (24) hours, seven (7) days a week or provided an “as needed basis”, to included weekends and legal holidays.
		2. Miscellaneous and Emergency service shall be considered as call-in addition to the scheduled PM services.
		3. Every activity performed under this agreement is designed to minimize the occurrence of emergency situations and also to minimize downtime and inconvenience.
		4. All parts, supplies, and labor incurred as results of a miscellaneous or emergency service call shall be invoiced as separate line items from the “Regular and/or Premium rate” submitted. All charges must be clearly itemized on the invoice.
		5. The Contractor must be capable of responding to an emergency situation within two (2) hours after notification of system problems.
		6. Contractor shall supply one contact phone number for emergency services.
7. Locations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Elevators** |  |  |  |  |  |
| **Location** | **Make/Model** | **Serial#** | **Capacity (lbs)** | **State ID #** | **Remarks** |
| Augusta Bldg #7 Service Room #B27A | Dover/Stanley Model#590AF1 | 20R776 | 2100 | EL35518 | 3 Floors/ Hydraulic Installed 7/1998 |
| Augusta Armory Service Room #120 | Dover/Stanley Model#590AF2 | 20R771 | 2100 | EL35563 | 2 Floors/ Hydraulic Installed 10/1998 |
| Camp Chamberlain | Otis Hydro Fit | 37520  | 2500 | EL37520 | Behind interior Staircase center of building |
| Camp Chamberlain | Otis Hydro Fit | 37521  | 4500 | EL37521 | South West side of building |
| Bangor ARC, Bldg #100 | ThyssenJryoo Model#EP09530 | 041014162433 | 4000 | EL37300 |  |
| Bangor - Bldg #260 AASF, Service room #303-3rd Floor | Thyssen Krupp, Model #na | na | 3700 | EL36418 | 2 Floors/ Hydraulic Installed 2005 |
| Bangor - AFRC, Service Room #53B | Baxco, Inc/ Canton Model #na | 920425 | 2000 | EL35999 | 2 Floors/ Hydraulic Installed 6/1992 |
| Bangor - Bldg #700 RTI North Wing, Service Room #N125 | Canton Model#na | DE946160 | 3500 | EL37073 | 2 Floors/ Hydraulic Installed 2012 |
| Bangor - Bldg #700 RTI West Wing, Service Room #W132 | Canton Model#na | DE946158 | 3500 | EL37074 | 2 Floors/ Hydraulic Installed 2012 |
| Norway Armory, Service Room #136 Janitor Closet | Otis Elevator Co, Model #5620 | 416382 | 2100 | EL4303 | 3 Floors/ Hydraulic Installed 9/1991 |
| Lewiston AFRC | Thyssen Krupp, Model #na |   | 3500 |   |   |
| Brunswick AFRC | Kone Ecospace Traction Elevator |  |  | EL37250 | Cable Elevator |
|  |  |  |  |  |  |
| **Handicap Lifts - Incline & Vertical** |  |  |  |  |
| **Location** | **Make/Model** | **Serial #** | **Capacity (lbs)** | **State ID #** | **Remarks** |
| Bangor - Bldg #700 - RTI | Savaria Concord Model#Crest 1PL64 | na | 507 | IL796 | Auditorium, Right Side, Installed 2011 |
| Bangor - Bldg #700 - RTI | Savaria Concord Model#Crest 1PL64 | na | 507 | IL795 | Auditorium, Left Side, Installed 2011 |
| Bangor - Bldg #700 - RTI | Savaria Concord Model#Crest 1PL64 | na | 507 | IL794 | Hallway, Left Side, Installed 2011 |
| Waterville Armory | Genesis SW Mdl#n/a | na | 750 | VL4826 | Front Lobby, Installed 2008 |
|  |  |  |  |  |  |

1. Parts & Complete Replacement
	1. The contractor will repair or replace worn parts or complete components with new parts or reconditioned components on an as needed or as scheduled basis, whichever comes first.
		1. It is understood that this undertaking by the contractor applies only to the systems and mechanical equipment covered and the parts outlined in the regularly scheduled maintenance will be included in the base bid.
	2. The contractor shall not make replacements or repairs necessitated by reason of negligence or misuse of the equipment other than the contractor or by reason of any other cause beyond his control except ordinary wear and tear without consulting with the Department's representative.
	3. Any work above and beyond the preventive maintenance scheduled must be authorized by the Assistant Superintendent of Buildings before any work can be done.
	4. All parts, components, or devices that are worn or are not in proper operational condition, shall be repaired, and/or replaced with new parts, components, or devices.
2. Equipment Not Included
	1. 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 this specification.
	2. The Contractor shall provide a report of any work that is outside the scope of this specification that is in need of attention, and that may include such equipment as outlined above.
	3. 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.
3. General Requirements
	1. All planned inspection & preventive maintenance services under this agreement will be performed during the department's normal working hours, defined as 7:30 a.m. to 4:00 p.m. Monday- Friday.
	2. Additionally, no inspection/preventative maintenance shall be scheduled on state or federal holidays.
	3. The Facility Program Administrator has the right to change the working schedule based on the facility use and/or activities.
	4. Contractor Communications: The Contractor must respond to all emails and phone calls within one (1) business day.
	5. State Facilities:
4. Damage or Loss of State-Owned Property: The Provider will be held liable for any damage or loss of use of State of Maine owned property caused by the Provider’s employees’ or personnel allowed into the facility by the Provider’s employees. The Provider will be required to pay for all repairs, replace the property with the exact same piece of property or pay for a replacement at current market prices.
5. Storage and Supply Area/Closet: At the discretion of the Program Administrator, storage, and supply areas, if available, will be provided to the Contractor. Such storage and supply areas shall be used at the Contractor’s own risk. If State storage and supply areas are utilized, the State shall in no way be responsible for lost, damaged or stolen equipment or materials.
6. Loss of Facility Security: If a facility becomes unsecure due to actions of a Provider’s employee, representative or subcontractor, the cost of securing the facility will be the responsibility of the Provider. The Agreement Administrator will determine what needs to be done to secure the facility.
7. Parking: Provider employees shall park only in areas designated by the Program Administrator (or their designee) and will park at their own risk.
8. Damage
9. The contractor is responsible for damage to any of the facility or its grounds that occur in the execution of this lawncare contract.
10. The contractor is responsible for the repair being completed within 10 working days from the date of damage.
11. Lost, Found or Missing Articles: All unclaimed articles found in or about the work areas by the Contractor will be turned in immediately to the Program Administrator, giving the location where article was found.
12. Compliance with State and Federal Regulations: The Provider and employees will be subject to all applicable State and Federal regulations for the conduct of personnel.
13. Vetting
	1. 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.
	2. 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.
	3. 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.
	4. 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.
	5. 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.
		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 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# 202505069 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:**

*Excel 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 shows 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:

* Must be licensed in the State of Maine as an elevator or lift mechanic. At least one current license must be provided with the bid documents.

**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.

* Note this includes any subcontractors that must be hired for proprietary work on elevator systems.
	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 needs to include:

* State of Maine elevator or lift mechanic, at least one current license must be provided with the bid documents.
	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 8/1/2025 and ending on 7/31/2030, broken down as indicated in the attached spreadsheet, in **Appendix D**.
		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.

* This includes filling out the attached excel file in Appendix D.

**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. | **(25 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. | **(25 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. | **(50 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 50 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 50 = 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 Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/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 Service Contract 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, State of Maine VS/VC vendor 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 A**

**State of Maine**

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

*Military Bureau*

**PROPOSAL COVER PAGE**

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

|  |  |
| --- | --- |
| **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-***Military Bureau*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

|  |  |
| --- | --- |
| **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:*
3. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
4. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
5. *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.*
6. *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.*
7. *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.*
8. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
9. *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**

*Military Bureau*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

|  |  |
| --- | --- |
| **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.** |

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

*Military Bureau*

**COST PROPOSAL FORM**

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost: Total 5 years** | **$**  |

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 total 5-year cost.

The total 5-year cost will be used to score the cost proposal as defined Part V, B, 3 of the RFP.

Also, the following breakdown must be completed and included as part of your bid. This breaks down the cost by location and for the contract or renewal period. Note 2 of the costs are 2-year periods (so the amount should reflect the total of the 2-year period, not a yearly amount).

 **APPENDIX E**

**State of Maine**

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

*Military Bureau*

**SUBMITTED QUESTIONS FORM**

**RFP# 202505069**

**MEARNG Elevator & Lift – Service and Preventive Maintenance**

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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