**STATE OF MAINE**

**Department of Transportation**

*Fleet Services Division*



**RFP# 202411201**

**Statewide Repair & Preventative Maintenance for Light & Heavy-Duty Vehicles & Equipment**

|  |  |  |
| --- | --- | --- |
| **RFP Coordinator** | **NAME:** | Angela Young |
| **TITLE:** | Contract Grant Specialist |
| **EMAIL:** | [Angela.j.young@maine.gov](mailto:Angela.j.young@maine.gov) |
| *All communication regarding the RFP must be made through the RFP Coordinator.* | | |

|  |  |  |
| --- | --- | --- |
| **Bidders’ Conference** | **DATE:** | January 29, 2025 |
| **TIME:** | 8:00am |
| **LOCATION:** | “Please register on Zoom in advance of thismeeting”:  [https://bit.ly/MaineDOT-RFP202411201](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2FMaineDOT-RFP202411201&data=05%7C02%7CAngela.J.Young%40maine.gov%7C4af2e71776a34f2ee55e08dd2f407021%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638718676317609739%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=H6lIKtQHKHSUFz6Ea%2FM35qwF0a00kCEEA3zIQsoG89c%3D&reserved=0) |

|  |  |
| --- | --- |
| **Submitted Questions Due Date** | February 5, 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** | **2/18/2025** | February 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.* | | |

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** | **8** |
|  |  |
| **PART III KEY RFP EVENTS** | **11** |
| 1. BIDDERS’ CONFERENCE |  |
| 1. QUESTIONS |  |
| 1. AMENDMENTS |  |
| 1. PROPOSAL SUBMISSION |  |
|  |  |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **13** |
|  |  |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **14** |
| 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** | **14** |
| 1. CONTRACT DOCUMENT |  |
| 1. STANDARD STATE CONTRACT PROVISIONS |  |
|  |  |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **16** |
| **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 |  |
|  |  |
|  |  |
|  |  |

PUBLIC NOTICE

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**State of Maine**

**RFP# 202411201**

**Statewide Repair & Preventative Maintenance for Light & Heavy-Duty Vehicles & Equipment**

The State of Maine is seeking proposals for Maintenance and Repair Work of Light and Heavy-Duty Vehicles and Equipment on as needed basis.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps> and <http://www.maine.gov/mdot/cpo/>

A Bidders’ Conference will be held January 29, 2025 at 8:00 a.m. at the following link: <https://bit.ly/MaineDOT-RFP202411201> “Please register on Zoom in advance of this meeting”

Proposals must be submitted to the State of Maine 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 February 18, 2025. Proposals will be opened the following business day.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

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

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **ASE** | Certified Automotive Service Excellence |
| **Best Value** | The overall combination of quality, price, and various elements of required services that, in total, are optimal relative to the need. |
| **Department** | Department of Transportation |
| **Emergency** | An official State or MaineDOT Regional Operations Location declaration of Emergency Operations requiring additional support. |
| **Provider** | An individual or firm that has entered into an agreement to provide goods and/or services to the State of Maine. The Offeror awarded the Contract to supply goods or services described in this solicitation is referred to as the “Provider”. |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine**

**Department of Transportation**

*Fleet Services Division*

**RFP# 202411201**

**Statewide Repair & Preventative Maintenance for Light & Heavy-Duty Vehicles & Equipment**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Transportation (Department) is seeking to establish relationships with multiple providers representing various manufacturers from the auto, truck, and equipment services industry who, at the State’s discretion, will provide a broad array of repair services as anticipated and requested by MaineDOT as defined in the Request for Proposals (RFP) document. The intent of this RFP is to award multiple Master Agreements to qualifying service providers who are able to demonstrate solutions that meet or exceed the requirements within the scope of this RFP. This work will augment the repairs and maintenance work MaineDOT performs in-house. MaineDOT anticipates that a net annual cost savings would be achieved through efficient repair and maintenance management while supporting reliable transportation. This is a request for the pricing of labor and parts to perform maintenance and repairs to light and heavy-duty fleet vehicles and specialty equipment located throughout the State of Maine.

MaineDOT’s mission is to responsibly provide our customers the safest and most reliable transportation system possible, given available resources. MaineDOT maintains a diversified fleet of government Light and Heavy-Duty Vehicles, Construction and Landscaping equipment comprised of over 450 units. Manufacturers of the equipment include, but are not limited to: Case, Caterpillar, Ford, Freightliner, General Motors, International, John Deere, Mack, and Volvo.

This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder(s) will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

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 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**

Interested parties meeting the following requirements are invited to submit bids in response to this RFP:

* 1. Are certified to provide service for a minimum of one (1) manufacturer listed in **Appendix A** of the Proposal Form (see Part IV of the RFP).
  2. Are not currently under contract for providing these services under a Master Agreement’s created from RFP 202311222.

1. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, 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 | 3/1/2025 | 2/28/2026 |
| Renewal Period #1 | 3/1/2026 | 2/28/2027 |
| Renewal Period #2 | 3/1/2027 | 2/29/2028 |

1. **Number of Awards**

The Department anticipates making multiple award(s) as a result of the RFP process.

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

1. **Overview**
   1. This section details the Department’s requirements of a full-service vehicle and equipment repair facility to provide Maintenance and Repair Work for MaineDOT’s Light and Heavy-Duty Vehicles and Equipment. Work will be performed at the Provider’s own facility.
2. **Requirements**
   1. The provider must be a fully established company and supply qualified supervision, technician labor, hand tools and equipment, and any specialized diagnostic software necessary in order to perform and execute the work described in this RFP. Provider staff must be certified in the following areas, including but not limited to:
      1. State of Maine Vehicle Inspection
      2. ASE Master Medium/Heavy Truck Technician/Advanced Level Specialist
      3. Section 609 Refrigerant Handling and Recycling Procedures
   2. Provider shall be required to utilize specialized diagnostic software and electronic Manuals.
      1. Bendix
      2. International Engines
      3. Cummins Engines
      4. Detroit Engines
      5. Allison Transmissions
      6. Meritor Wabco Software
      7. Freightliner Diagnostic Software
      8. Navistar Diagnostic Software
      9. Mack Diagnostic Software
      10. Volvo Diagnostic Software
      11. Ford Diagnostic Software
      12. General Motors Diagnostic Software
      13. John Deere Diagnostic Software
      14. Case Diagnostic Software
      15. Caterpillar Diagnostic Software
   3. Provider staff must possess the capabilities to work on single or multiple manufacturer equipment utilized by MaineDOT.
   4. Providers must provide qualified/certified technicians and necessary personnel to provide efficient and effective repairs on MaineDOT equipment at their facility.
   5. Providers may be asked to perform preventive maintenance following MaineDOT’s preventive maintenance equipment check list. See Attachment 1 – Equipment Checklist Sample.
   6. Providers may be asked in an emergency/warranty services to tow equipment back to their facility.
   7. Providers must provide sufficient staff during winter hours and emergency operations to keep MaineDOT’s equipment in proper working order.
   8. MaineDOT desires “Single Source of Responsibility” Providers. Providers are assumed to have subcontractor relationships with all organizations and individuals who are external to the Providers and who are involved in providing or delivering the products/services being proposed. Provider assumes all responsibility for the products/services and actions of any such Subcontractor.
   9. MaineDOT operators will be responsible for delivering vehicles and equipment to the Provider facility for scheduled services.
   10. Parts must be supplied by the Provider or its designated vendors.
   11. MaineDOT requires Providers to obtain authorization to proceed for any and all necessary repairs, identified as necessary during the performance of routine maintenance. Such repairs shall be described and communicated by telephone or email, along with the written estimated cost of the repairs to the Transportation Crew Supervisor or Designee, prior to beginning the repairs. MaineDOT must approve the repair(s) prior to such repair work being performed.
   12. During inclement weather, MaineDOT requires the provider to prioritize any service repairs communicated by the Transportation Crew Supervisor or Designee that are essential in keeping main highways clear.
   13. Providers will be required to coordinate with MaineDOT’s representatives to schedule routine or extended maintenance, repairs, and inspections. Providers must obtain permission prior to beginning any work beyond the work considered routine maintenance, such as extended service work or repairs to vehicles which are recommended due to problems found during the inspection or routine maintenance process.
   14. Providers must communicate with Transportation Crew Supervisor or Designee when approved work is being delayed, which includes reason service will not be accomplished as scheduled. If at any time the provider cannot perform the service agreed upon in a timely manner, that must be communicated.
   15. Providers must warranty all repair labor for no less than ninety (90) days for workmanship, from the original date the work was performed.
   16. Providers must warranty all parts used for the repair work for no less than ninety (90) days from the original date the work was performed.
   17. Providers must have readily available access to OEM parts either stocked in-house or from outside source(s).
   18. Providers must be fully insured with Commercial General Liability, Auto and Worker’s Compensation Insurance with minimum aggregate coverage of $2,000,000.00. MaineDOT shall also be listed as an Additional Insured as well as the Certificate Holder.

**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 F** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
      2. The Submitted Questions Form 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. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. 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# 202411201 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions must include:
         1. Completed **PROPOSAL FORM**
         2. All additional materials including:
            1. Applicable licensure/certifications for Eligibility purposes
            2. Certificate of Insurance

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals.

**Bidders must complete the PROPOSAL FORM embedded below. This form contains:**

* 1. **APPENDIX A - Proposal Cover Page** (including identification of proposed services)
  2. **APPENDIX B - Responsible Bidder Certification**
  3. **Qualifications and Experience**
  4. **Proposed Services**
  5. **Cost Proposal**

**Bidders must submit this completed form, along with all applicable attachments, according to the instructions stated in Part III of the RFP.**

**The PROPOSAL FORM may be accessed by double clicking on the icon below.**

**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. | **(50 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. | **(25 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 25 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 25 = 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 Bidders 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**

**Attachment 1 - EQUIPMENT CHECKLIST (EXAMPLE)**

The document may be obtained in PDF (.pdf) format by double clicking on the icon below.



**APPENDIX E**

**State of Maine**

**Department of Transportation**

**SUBMITTED QUESTIONS FORM**

**RFP# 202411201**

**Statewide Repair & Preventative Maintenance for Light & Heavy-Duty Vehicles & Equipment**

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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |