REQUEST FOR PROPOSALS

Temporary Employment Trades Services
University of Southern Maine

RFP # 37-14

ISSUE DATE:
May 9, 2014

PROPOSALS MUST BE RECEIVED BY:
June 6, 2014

DELIVER PROPOSALS TO:

University of Maine System
Office of Strategic Procurement
Attn: Matthew Robinson
104 Anderson Hall
37 College Avenue
Gorham, ME 04038
Schedule of Events:

RFP distributed on May 9, 2014
Questions from bidders due by May 23, 2014
Responses to questions by May 30, 2014
RFP submissions due by June 6, 2014
Final award made prior to July 1, 2014

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SECTION ONE

1.0 GENERAL INFORMATION:

1.1 Purpose: The University of Maine System acting through the University of Southern Maine is seeking proposals for the provision of temporary employment as described below.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

1.2 Definition of Parties: The University of Southern Maine will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."

1.3 Scope: The Contractor will supply personnel to the University in Portland and Gorham to fill job titles that fall into University trades and maintenance categories. Occasionally personnel may be required at the University's Lewiston/Auburn and Augusta locations. It is expected that personnel will be capable of working in all University buildings, this includes Residential Life buildings. See Attachment A for a list of the required job titles, with an estimated volume of activity, and a description of the major duties required of each job title.

The duration of employment will vary depending on the specific needs of the hiring department, ranging from one (1) day to several months.

Occasionally, a temporary vacancy may evolve into a regular employment opportunity. If this were to occur, the temporary employee may apply for the position and may be hired through a competitive process after internal candidates have been considered.

1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to ability to meet specifications and the contract start date of July 6, 2014, responsiveness to terms and conditions, financial stability of bidder, cost to the University, procedures and policies of bidders, availability of personnel and references.

1.5 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, www.maine.edu/strategic/upcoming_bids.php. It is the responsibility of all bidders to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Matthew J. Robinson
Office of Strategic Procurement
University of Maine System
37 College Avenue
Gorham, Maine 04038
matthew.j.robinson@maine.edu

1.6 Award of Proposal: Presentations may be requested of two or more bidders deemed by the
University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that bidder. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

1.7 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System’s Chief Procurement Office within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.

1.8 Confidentiality: The information contained in proposals submitted for the University’s consideration will be held in confidence until all evaluations are concluded and a vendor selected (the successful bidder). At that time the University will issue bid award notice letters to all participating bidders and the successful bidder’s proposal may be made available to participating bidders upon request. After the protest period has passed and the contract is fully executed, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.

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

1.9 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

1.10 Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

1.11 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

1.12 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.

1.13 Non-Responsive Proposals: The University will not consider non-responsive proposals, i.e., those with material deficiencies, omissions, errors or inconsistencies.
1.14 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFP #37-14

1.15 Proposal Submission: A SIGNED original and three (3) copies of the proposal must be submitted to the Office of Strategic Procurement, University of Maine System, Attn: Matthew Robinson, 104 Anderson Hall, 37 College Avenue, Gorham, Maine, in a sealed envelope by June 6, 2014, to be date stamped by the Office of Strategic Procurement in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Bidders may wish to check http://www.maine.edu/alerts/ to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it. FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED. The envelope must be clearly identified on the outside as follows:

Name of Bidder  
Address of Bidder  
Due Date: June 1, 2014  
RFP #37-14

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

1.16 Authorization: Any contract or agreement for services that will, or may, result in the expenditure by the University of $50,000 or more must be approved in writing by the Chief Procurement Officer and it is not approved, valid or effective until such written approval is granted.
SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

2.1 Contract Administration: Robert W Bertram, Executive Director of Facilities Management of The University of Southern Maine, or designee, shall be the University's authorized representative in all matters pertaining to the administration of this contract.

2.2 Contract Documents: If a separate contract is not written, the Contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.

2.3 Contract Modification and Amendment: The parties may adjust the specific terms of this Contract where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Office of Strategic Procurement. Any agreed upon modification or amendment must be in writing and signed by both parties.

2.4 Contract Term: The Contract term shall be for a period of three (3) years commencing upon July 1, 2014. With mutual written agreement of the parties this Contract may be extended for two (2) additional one-year periods.

2.5 Contract Data: The Contractor is required to provide the University with detailed data concerning the Contract at the completion of each contract year or at the request of the University at other times. The University reserves the right to audit the Contractor's records to verify the data. This data may include, but is not limited to names of hiring departments, job titles filled, name of employees, hourly rates, number of hours worked and total payments. Additional reporting requirements may be found at section 3.9.

2.6 Contract Validity: In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.

2.7 Non-Waiver of Defaults: Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.

2.8 Cancellation/Termination: If the Contractor defaults in its agreement to provide personnel to the University's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within twenty-four (24) hours, the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.

2.9 Clarification of Responsibilities: If the Contractor needs clarification of, or deviation from, the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from Matthew Robinson, Manager of Strategic Sourcing for Transportation Services and Equipment, University of Maine System.
2.10 Litigation: This Contract and the rights and obligations of the parties hereunder shall be
governed by and construed in accordance with the laws of the State of Maine without
reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or
proceeding arising out of this Contract, shall be instituted in a state court located in the State
of Maine.

2.11 Assignment: Neither party of the Contract shall assign the Contract without the prior written
consent of the other, nor shall the Contractor assign any money due or to become due without
the prior written consent of the University.

2.12 Advertising: The Contractor will not use any advertising or promotional material indicating a
special relationship with or endorsement from the University (e.g., “the temporary employment
agent of The University of Southern Maine”) or using the University’s logos or trademarks
without prior written approval from the University. This clause does not prevent reference to
job openings at The University of Southern Maine when advertising for candidates.

2.13 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors
agree, consistent with University policy, not to discriminate on the grounds of race, color,
religion, sex, sexual orientation, including transgender status or gender expression, national
origin or citizenship status, age, disability, genetic information, or veteran’s status and to
provide reasonable accommodations to qualified individuals with disabilities upon request.
The University encourages the employment of individuals with disabilities.

2.14 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal
entity, or an individual, the Contractor is an independent contractor. If the Contractor is an
individual, the Contractor’s duties will be performed with the understanding that the Contractor
is a self-employed person, has special expertise as to the services which the Contractor is to
perform and is customarily engaged in the independent performance of the same or similar
services for others. The manner in which the services are performed shall be controlled by
the Contractor; however, the nature of the services and the results to be achieved shall be
specified by the University. The Contractor is not to be deemed an employee or agent of the
University and has no authority to make any binding commitments or obligations on behalf of
the University except as expressly provided herein. The University has prepared specific
guidelines to be used for contractual agreements with individuals (not corporations or
partnerships) who are not considered employees of the University.

All “temporary employees” provided under this contract are employees of the Contractor.
Employees of the Contractor are not employees of the University for any purpose, including
but not limited to, Worker’s Compensation.

2.15 Sexual Harassment: The University is committed to providing a positive environment for all
students and staff. Sexual harassment, whether intentional or not, undermines the quality of
this educational and working climate. The University thus has a legal and ethical
responsibility to ensure that all students and employees can learn and work in an environment
free of sexual harassment. Consistent with the state and federal law, this right to freedom
from sexual harassment was defined as University policy by the Board of Trustees. Failure to
comply with this policy could result in termination of this Contract without advanced notice.
Further information regarding this policy is available from the University of Maine at Southern
Maine’s Office of Equity and Compliance, Daryl McIlwain, 207-780-5510.

2.16 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless,
and indemnify the University and its employees from and against all loss, damage, cost and
expense (including attorney's fees) suffered or sustained by the University or for which the
University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.17 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Coverage Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial General Liability</td>
<td>$1,000,000 per occurrence or more (Bodily Injury and Property Damage)</td>
</tr>
<tr>
<td>(Written on an Occurrence-based form)</td>
<td></td>
</tr>
<tr>
<td>2. Vehicle Liability</td>
<td>$1,000,000 per occurrence or more (Bodily Injury and Property Damage)</td>
</tr>
<tr>
<td>(Including Hired &amp; Non-Owned)</td>
<td></td>
</tr>
<tr>
<td>3. Workers Compensation</td>
<td>Required for all personnel (In Compliance with Applicable State Law)</td>
</tr>
</tbody>
</table>
| 4. Fidelity Bond                         | $50,000 limit or higher                             

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System
16 Central Street
Bangor, Maine 04401

2.18 The University of Southern Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, campus walkways, recreational and sporting facilities, and university or personally-owned, rented or leased vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, snus, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

2.19 Parking Regulations and Use of Walkways: The Contractor’s vehicles and those of their employees working on the University must be registered with the University Police Department. Unregistered vehicles on the University are subject to a parking violation ticket and/or towing. Contractors are advised that University police strictly enforce parking regulations. Towing will be at the Contractor’s expense. A copy of regulations can be
obtained by calling the University Police Department, 207-780-5211.

The Contractor’s employees may obtain a free parking permit (state vehicle registration required) from the University Facilities Management Department at either Portland or Gorham locations.

2.20 Volume, Frequency and Duration of Temporary Employment: In 2013, the University was billed for approximately 12000 hours of temporary work from its current vendor. The volumes and frequencies of temporary labor shown are approximate only. This contract shall cover the actual needs of the University throughout the term of this contract regardless of whether they are more or less than the volumes shown.
SECTION THREE

3.0 PERFORMANCE TERMS AND CONDITIONS:

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

If requested, a written statement outlining the University’s reason(s) for deeming any person unsatisfactory shall be supplied to the Contractor within 48 hours following termination. In the event an unsatisfactory employee is removed from service, the Contractor shall provide a replacement, satisfactory to the University, within 24 hours.

3.1.1 In the event that personnel provided by the Contractor under the terms of this agreement are convicted of stealing University property, equipment or information, the Contractor is responsible for restitution to the University for all losses, including but not limited to, loss of use, loss of income, attorney’s fees, and replacement of the stolen property or equipment.

3.1.2 In the event the department notifies the Contractor within 48 hours of the beginning of the assignment that the employee is unsatisfactory, the contractor shall not charge the University for time worked.

3.2 Hiring Process:

3.2.1 The Facilities Management department will contact the Contractor directly when there is a need for temporary staffing in one of the titles covered by this agreement.

3.2.2 The Contractor will then obtain information as to the nature of the duties to be performed and will use the appropriate University title from the descriptions provided by the University. These titles and the agreed hourly rates of pay will be used for billing and reporting purposes. The department may individually negotiate an hourly rate for jobs not falling within the titles covered.

3.3 Pre-screening: The Contractor shall administer all necessary pre-qualifying tests to determine that each employee meets the requirements of each job. These tests may include, as appropriate, physical examinations, driver record checks, criminal background checks, credit ratings, and verification of licenses and certifications.

3.4 Training: The Contractor shall provide all federal and state mandated training to each employee, appropriate to each job title. This training shall include, but is not limited to, the requirements of: OSHA, Department of Transportation, Environmental Protection Agency, Department of Environmental Protection, Department of Health and Human Services, and Maine law regarding Chemical Substance Identification (HazCom)

3.5 University Safety Policies: All personnel provided by the Contractor shall comply with the University’s Safety and Health policies. All personnel provided by the Contractor will report to the work site wearing ANSI Z41.1-1967 (or later) labeled footwear with impact resistant toe protection. The University will provide the Contractor with the University’s “Procedure Manual: Occupational Safety & Health,” regarding safety programs, policies and procedures.
3.6 University Driver Approval: All personnel provided by Contractor could be asked to operate University vehicles or equipment and must become an approved University driver prior to employment. Approval consists of running a State of Maine Driver Record check that must comply with the standards defined in the University of Maine System Motor Vehicle Administration and Guidelines APL.

3.7 Follow-up: The Contractor shall follow-up directly with the hiring department to determine each employee is meeting or has met the requirements of the job title to the satisfaction of the department within eight (8) hours of placement.

3.8 Reports: The Contractor shall provide the University with a monthly summary report including monthly and year-to-date totals (total hours and total dollars for each title). Additional reporting requirements may be found at section 2.5.

3.9 Payments: Payment will be upon submittal of an invoice to the University System Shared Processing Center by the Contractor on a net 30 basis unless discount terms are offered.

   The University is using several, preferred methods of payment: Bank of America’s ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.

3.10 University Hiring of Contractor Employee: Occasionally the temporary position may convert to a regular University position. If the Contractor-recruited temporary is hired, there will be no liquidation fee if the temporary has been on payroll for at least two months (60 days).
SECTION FOUR

4.0 PROPOSAL CONTENT:

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

4.1 Business Profile:

4.1.1 No financial statements are required to be submitted with your proposals, however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.

4.1.2 Please submit with your proposal a detailed history and description of your company and any published reports about your company.

4.2 Pricing/Financial Offer (worth 40 points): Provide an hourly rate for each job title on Attachment A. The bid shall be in the form of a firm price of each job title during the contract period. Specify both your normal rate and a “referral” rate (to be used when the University identifies personnel). The bid price shall include all deductions required by State and Federal law, including employer's FICA, UIC, Worker Compensation, liability insurance, fidelity bonding, as well as employee deductions/benefits, and all administrative charges. Charges not specified in the bid will not be honored.

Pricing will be awarded points based on the lowest total cost to the University.

The bidder who proposes the lowest total cost to the University will receive the maximum amount of price points (40 points). Bidders whose total cost is higher than the lowest will receive a fewer number of price points in a relational manner as described below.

Example of Pricing Points Calculation:

Bidder A’s total cost is found to be $1,000 (the lowest)
Bidder A is awarded 40 price points
Bidder B’s total cost is found to be $1,100
Bidder B is awarded 36 price points (1000/1100 x 40)
Bidder C’s total cost is found to be $1,500
Bidder C is awarded 27 price points (1000/1500 x 40)

4.3 Contractor’s Procedures and Policies (worth 25 points): Describe in detail the bidder’s procedures and policies regarding the following:

4.3.1 Pre-Screening: Describe in detail your company’s process for administering the following: physical examinations, driver record checks, criminal background checks, credit ratings, and verification of licenses and certification as appropriate.

4.3.2 Training: Describe in detail you company’s process for administering training for
safety and sexual harassment.

4.3.3 Follow-up: Explain in detail your company’s quality control program.

4.4 Availability of Personnel (worth 15 points): Some of the University’s temporary labor requirements present an immediate (next day) need for personnel. Many of the remainder require short-term (two or three day) responses. Describe how your company would respond given these short lead times and elaborate on any specific job titles that would require longer lead times. Also describe options or assistance you would offer the University if you were unable to fill a vacancy.

4.5 Geographic Coverage (worth 15 points): The University requirements are primarily located in Portland and Gorham with occasional needs at other locations such as Lewiston/Auburn and Augusta. Explain how you would meet the requirements at multiple locations.

4.6 Payment Method: Indicate your ability to accept electronic payments. (Section 3.9)

4.7 Maine Economic Impact (worth 5 points): In addition to all other information requested within this RFP, each Bidder must dedicate a section of its proposal to describing the Bidder’s economic impact upon and within the State of Maine.

For the purposes of this RFP, the term “economic impact” shall be defined as any activity that is directly performed by or related to the Bidder and has a direct and positive impact on the Maine economy and public revenues within the State of Maine. Examples may include, but are not limited to, employment of Maine residents, subcontracting/partnering with Maine businesses, payment of State and Local taxes (such as corporate, sales, or property taxes), and the payment of State licensing fees for the Bidder’s business operations.

To complete the “economic impact” section of the Bidder’s proposal, the Bidder shall include no more than one page of typed text, describing the Bidder’s current, recent, or projected economic impact with the State of Maine, as defined above. The Bidder may include all details and information that it finds to be most relevant for this section.

4.8 References: A list of three references is required to be submitted with your proposal. These references should be agencies your firm has done business with in the past year on projects with a similar scope to this one. Provide company names with contact person and telephone number.
<table>
<thead>
<tr>
<th>Section 4: Proposal Content</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Pricing / Financial Offer</td>
<td>40</td>
</tr>
<tr>
<td>4.3 Contractor’s Procedures and Policies</td>
<td>25</td>
</tr>
<tr>
<td>4.4 Availability of Personnel</td>
<td>15</td>
</tr>
<tr>
<td>4.5 Geographic Coverage</td>
<td>15</td>
</tr>
<tr>
<td>4.7 Maine Economic Impact</td>
<td>5</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>100</td>
</tr>
</tbody>
</table>
SIGNATURE PAGE

COMPANY NAME: ____________________________________________

By: ______________________________________________________
   (Signature)

________________________________________________________
   (Print Name)

________________________________________________________
   (Title)

________________________________________________________
   (Phone)

________________________________________________________
   (Cell Phone)

________________________________________________________
   (E-mail Address)

________________________________________________________
   (Date)
ATTACHMENT A

In 2013, the University was billed for approximately 12,000 hours of work, most of which related to the titles below.

1. **Electrical Specialist**
   This classification performs defined responsibilities and tasks related to maintaining the electrical operations of an assigned location by performing established preventative maintenance, troubleshooting operational issues, installing systems, and inspecting systems.
   Minimum State of Maine Journeyman Electrical License Required.

2. **Mechanical Specialist**
   This classification performs defined responsibilities and tasks related to maintaining the operations of an assigned mechanical system by performing established preventative maintenance, troubleshooting operational issues, installing systems, and inspecting systems. More specifically Mechanical Specialist- Plumber and Mechanical Specialist- HVAC Technician fall into this category, specifics as follows:
   A. **HVAC Technician**
      - Installs, maintains and repairs heating, ventilating, air conditioning and steam distribution equipment and systems to optimize energy use.
      - Operates a variety of equipment such as hand tools, lap top computers and diagnostic hardware to perform work.
      - Installs, maintains and repairs computerized electronic pneumatic and digital direct control devices related to HVAC and heat control.
      - Operates various measuring, diagnostic and testing instruments.
      - Reads complex blueprints, piping, sketches, schematics and wiring diagrams.
      - Maintains electronic/pneumatic testing equipment.
      - Performs brazing, soldering, pipefitting, welding and fabrication.
      Prefer State of Maine Propane and Natural Gas Technician License
   B. **Plumber**
      - Operates hand and power tools associated with the plumbing trade.
      - Installs, cleans and repairs water and waste lines to a wide variety of equipment.
      - Installs, repairs and periodically tests valves, sump pumps, water circulators and backflow preventers.
      - Installs, cleans and repairs underground water and sewage piping.
      - Installs and repairs piping for gas, air, vacuum and sprinkler systems; fabricates ductwork and plumbing parts.
      Minimum State of Maine Journeyman Plumbing License Required

3. **Structural Specialist**
   A. **Carpenter**
      - Operates hand and power tools associated with the carpentry trade.
      - Performs interior and exterior carpentry work involved in the construction, remodeling, repair and general maintenance of buildings and facilities.
      - Requisitions materials and supplies from stockroom and orders from vendors.
      - Makes sketches.
      - Reads blueprints and diagrams.
      - Cleans, sharpens and performs preventive maintenance on tools and equipment.
• Builds, erectors and/or works on scaffolding

B. Locksmith
• Makes keys.
• Oils, repairs and replaces locks, hinges, door openers and closers.
• Operates hand and power tools associated with the locksmith trade.
• Rekeys locks.
• Performs carpentry work incidental to locksmithing.
• Issues keys as directed and records issuance of keys.
• Orders supplies and maintains inventory, subject to annual budget.
• Works with Campus PD and Campus Departments to ensure security of all community facilities

C. Painter
• Paints, stains and varnishes using brushes and rollers.
• Cleans, sands, sandblasts, scrapes, brushes and burns surfaces in preparation for painting.
• Repairs surfaces to be painted including plastering and sheetrock finishing.
• Erects scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.
• Mixes and matches paint.
• Waterproofs surfaces.
• Refinishes chairs, bookcases, desks and furniture.
• Sets glass and applies putty.
• Paints signs.
• Hangs wallpaper.

NOTE: The descriptions in this attachment are only for general guidance in matching the specific requirements of an order to one of the titles listed.
ATTACHMENT B

SEE SECTION 4.2

Using the information in attachment A, please provide the hourly rate in the following format.

<table>
<thead>
<tr>
<th>TITLES</th>
<th>CONTRACTOR'S NORMAL BILL RATE</th>
<th>CONTRACTOR'S REFERRAL RATE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Electrical Specialist</td>
<td>_____________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>2A. Mechanical Specialist- HVAC Tech</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>2B. Mechanical Specialist- Plumber</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>3A. Structural Specialist- Carpenter</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>3B. Structural Specialist- Locksmith</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
<tr>
<td>3C. Structural Specialist- Painter</td>
<td>___________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

*Referral Rate = discounted rate charged when University has identified the person to fill the vacancy and refers him/her to the Contractor.

SEE SECTION 4.3

Provide cost, if any, for testing services: