INVITATION TO BID

For

South Portland Municipal Services Facility, Automated Vehicle Wash Equipment
South Portland, Maine

Introduction: The City of South Portland, Maine (hereafter known as the “Owner”) is seeking bids to provide an automated vehicle washing system in the new South Portland Public Services Facility now being constructed on Highland Avenue. Manufacturers are invited to submit qualifications/ bids for this work. Upon receipt of submissions, the Owner will evaluate each and select the manufacturer presenting the responsible proposal which offers the greatest value to the City of South Portland.

NOTICE: All submitters shall acknowledge receipt of all addenda to this Invitation to Bid within their submittal. If you have received this document other than from SMRT, Inc., and are therefore not registered to receive addenda, you are required to notify SMRT of your intent to submit in response to this Invitation to Bid no later than the last day for questions.

Project Description: The automated vehicle wash equipment is to be furnished for installation by others within the approximately 70,000 sf primary building. The primary building will include a public works service garage, a storage mezzanine, shops, staff locker rooms/showers, office areas, and an automated vehicle washing system. The building will be served by public water, sewer, natural gas and underground electrical/communications.

Project Location: The project will be located on Highland Avenue at the location of the current transfer station facility.

Project Permits: The project is now under construction under permits in place, including building, electrical, plumbing, and fire protection permits held by the construction contractor and their trade subcontractors. Installation will be performed under the construction contract.

Attachments:

1. Required, Applicable FTA Contractual Conditions Purchase of Goods or Commodities.
2. Specification Section 111126 - Automated Vehicle Wash Equipment
3. Specification Section 011110 – Applicable Codes
4. Specification Section 013300 – Submittal Procedures
5. Specification Section 017300 – Execution
6. Specification Section 017700 – Closeout Procedures
7. Specification Section 017823 – Operation and Maintenance Data
8. Specification Section 017839 – Project Record Documents
9. Specification Section 017900 – Demonstration and Training
10. Wash bay and equipment room floor plans.

Funding: This equipment is funded by federal funds and so restrictions apply. Refer to attachment. The Owner is exempt from Maine sales tax for goods supplied to the Owner.

Schedule: The Owner’s construction contractor has established the following project schedule. Dates are subject to change in response to activities on the construction site.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement for Bids</td>
<td>August 19, 2016</td>
</tr>
<tr>
<td>Documents Available</td>
<td>August 25, 2016</td>
</tr>
<tr>
<td>Last Date for Questions</td>
<td>September 12, 2016, 4 PM</td>
</tr>
<tr>
<td>Bids Due</td>
<td>September 21, 2016, 2 p.m. at South Portland Purchasing Office</td>
</tr>
<tr>
<td>Contract Award</td>
<td>October 3, 2016</td>
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<tr>
<td>Engineering Start</td>
<td>October 4, 2016</td>
</tr>
<tr>
<td>Installation Start</td>
<td>February 1, 2017</td>
</tr>
<tr>
<td>System Substantially Complete (Operational)</td>
<td>July 3, 2017</td>
</tr>
<tr>
<td>System Finally Complete</td>
<td>July 13, 2017</td>
</tr>
</tbody>
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Proposal Due Date: The deadline for submission of proposals is September 21, 2016 at 2 p.m. (EST). Submit 6 copies of all documentation and a PDF to the City of South Portland. Bids shall be in a large manila envelope(s) marked with your company’s identification and the caption “Automated Vehicle Wash System – “South Portland Municipal Services Facility” and delivered to:

Colleen Selberg, Purchasing Agent
City of South Portland, ME
25 Cottage Road
South Portland, ME 04106

Questions: Any questions or inquiries must be received in writing 7 days prior to the due date. Responses will be given to all RFQ holders by email. Inquiries shall be made to:

David Lay, SMRT, Inc., dlay@smrtinc.com
and, or

BID SUBMISSION REQUIREMENTS

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Selection Scoring Criteria:

<table>
<thead>
<tr>
<th>Description</th>
<th>Scoring Value</th>
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</thead>
<tbody>
<tr>
<td>I. Organization Structure &amp; Experience</td>
<td>5%</td>
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<tr>
<td>II. Supervisor’s Qualifications</td>
<td>5%</td>
</tr>
<tr>
<td>III. Prior Performance (Claims, Bond Actions, Project Termination, Quality Control)</td>
<td>5%</td>
</tr>
<tr>
<td>IV. References</td>
<td>15%</td>
</tr>
<tr>
<td>V. System Manufacturer Capacity to Perform per Specification</td>
<td>10%</td>
</tr>
<tr>
<td>VI. System Manufacturer’s Maintenance Capabilities and Proximity to Project</td>
<td>10%</td>
</tr>
<tr>
<td>VII. Cost</td>
<td>50%</td>
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</tbody>
</table>

Upon review of the submittals it is the intent of the Owner to rank and select the responsible bid which offers the City of South Portland the greatest value.

Grounds for Determination of "Not Qualified"

"NOT QUALIFIED": With respect to the Project under consideration, the submitted information does not demonstrate that the Bidder can provide the construction of an acceptable project in a timely manner and at the bid price.

Automatic disqualification will result if any question has not been answered. Deceptive, evasive, or fraudulent statements or omissions contained in the Application, made or omitted at any interview or hearing, or otherwise made to or omitted from Owner or Owner’s agents will result in automatic disqualification.

Please note that the Owner retains the option to accept or reject any or all Qualifications Submissions for this Project. Any and all decisions by the Owner shall be final. The Bidder agrees that by submitting a Proposal, any and all City decisions shall be final without exception and that the Bidder waives all rights to take legal action against the City and/or its agents and waives any rights to protest.

Submittal Requirements:

I. ORGANIZATION STRUCTURE AND EXPERIENCE
A. Manufacturer:

1. How many years has your organization been in business as a large automated vehicle wash manufacturer?
2. Provide a summary of the manufacturer's experience. Include a description of systems furnished within the past five years, date the systems were put into service, contact information for owners of those systems, and locations.
3. Identify the proposed manufacturer team personnel, their role on the project, and their qualifications and experience

B. Installation Supervisor:

1. Identify the number of years the proposed installation supervisor has directed the installation of automated vehicle wash systems.
2. Identify the number of system installations the proposed installation supervisor has directed.

C. Maintenance Structure:

1. Identify who is proposed to provide maintenance service for the system and their location.
2. How many years has this organization been in the business of large automated vehicle wash maintenance?
3. Provide a summary of the maintenance organizations experience. Include a description of the systems for which maintenance services have been provided within the past five years, contact information for owners of those systems, and locations.

II. PRIOR PERFORMANCE (CLAIMS, BOND ACTIONS, PROJECT TERMINATION, QUALITY CONTROL)

A. Claims History: Within the last five (5) years, has the Bidder (or any predecessor entities or related entities) been a party to a contract claim with an originally claimed amount in excess of $10,000?

Yes ________ No ________

If yes, please provide full details of each claim on attached sheets including:

1. Whether the claim was brought by or against the system manufacturer or installer (or any predecessor entities or related entities),
2. The nature of the dispute underlying the claim,
3. Originally claimed amounts,
4. The resolution of such claims, and
5. The name, address, and phone number of the primary adverse party who can be contacted for additional information, and
6. A written summary of your position on the matter (if desired).

C. Untimely Delivery

1. Within the last five (5) year’s list the projects which you, as the system manufacturer, did not deliver on or before the original contract date for delivery.

   As an attachment, list for each project:
   a. Project name and owner
   b. Project location
   c. Project manager
   d. Dollar value of project
   e. Project start date.
   f. Original contract date of delivery.
   g. Actual date of delivery.
   h. Provide narrative explaining in detail the nature of the circumstances
   i. Provide name and telephone number(s) of owner or owner’s representative as a reference for the project listed

D. Terminations/Suspensions/Defaults:

1. Within the last five (5) years, has the system manufacturer (or any predecessor entities or related entities) been considered in default of a contract that was not cured within the time frame allowed by the contract?

   Yes ___ No ___

2. Within the last five (5) years, has the system manufacturer (or any predecessor entities or related entities) been terminated or suspended for cause?

   Yes ___ No ___

3. Within the last five (5) years, has another party (e.g. surety or owner) completed work which the system manufacturer (or any predecessor entities or related entities) was originally responsible to perform?
Yes____ No ____

If the answer to any of the questions above is Yes, please provide full details on an attached sheet. Please feel free to provide a written summary of your position on the matter.

E. Has your organization ever been convicted of, or found liable for, collusion or fraud for civil or criminal violations relating to a project?

Yes ____ No ____

If yes, explain in an attachment.

F. Has your organization ever been convicted of, or found liable for, collusion or fraud for civil or criminal violations relating to civil rights or equal opportunity violations.

G. Has your organization ever been denied pre-qualification or a debarment related to any federal, state, or municipal construction project?

H. Are there any judgments, claims, arbitrations, proceedings or suits pending or outstanding naming your organization or its officers?

I. Bid or other Crimes: Within the last ten (10) years, has the system manufacturer (or any predecessor entities or related entities), or any officers, owners, or key personnel of the same ever been indicted for, convicted of, or pleaded or consented to a violation of a crime; including bid collusion or any other crime involving fraud or knowing misrepresentation?

Yes _____ No _____

If Yes, please provide full details, including a summary of your position, on attached sheets.

J. Environmental Record: Within the last five (5) years, has the system manufacturer or installer (or any predecessor entities or related entities) been found to be in violation of any federal, state, or local environmental law or regulation in an administrative, civil, or criminal proceeding in which the fact finder found that the system manufacturer or installer intentionally or knowingly committed the violation and/or failed to comply after having been notified of the violation? Language changed to cast a wider net of any violations.

Yes _____ No _____
III. REFERENCES:

A. In addition to requirements of other sections in this RFP, submit 6 references including names, e-mail, telephone, company, associated projects and mailing address. Include the reference's role in the project and written testimonials (either formal or in e-mail format) if available. Include references for manufacturer's system, installation process, and on-going service.

B. Include no less than 3 references as above on which the proposed installation supervisor has directed the installation of the equipment.

IV. MANUFACTURED SYSTEM PROPOSED

A. Provide Manufacturer's Product Data. Submit manufacturer's products with sell sheets and product specifications for equipment to be installed on this project. Include all equipment required for fully operational system either by narrative or product data.

B. Specifications:
   a. Clearly identify quality differences proposed that may be other than as specified.
   b. Clearly identify items provided which may not be specified but which are necessary to the operation of the system proposed.
   c. Clearly identify deviations from the RFP specification.
   d. Clearly identify any components of the Owner's project as described in the Invitation to Bid which are not compatible with the proposed facility including door and wash bay sizes and clearances.

C. Exclusions: Not allowed except for responsible cause, which shall be clearly stated in bid proposal.

V. ADDENDA

A. We have received addenda number 1 _____, 2 _____, 3 _____.

VI. SIGNATURE

A. The undersigned hereby declares under oath and subject to the penalties of perjury that the statements made herein are true, upon the personal knowledge, information and belief of the undersigned, and so far as upon information and belief, that the undersigned believes them to be true.

B. The undersigned agrees that the indicated schedule for the project is reasonable and realistic, and that it will be adhered to by the manufacturer.
C. Dated at _______________ this ____ day of _______________ 2016.

Name of organization: ________________________________

By: ________________________________

Title: ________________________________

STATE OF MAINE

________________________ County Date: ________________

Personally appeared the above-named ________________________________ and signed
and made oath to the foregoing affidavit, before me.

________________________
Notary Public/Attorney-at-Law

My Commission Expires: ________________________________