

MA 18P 19092600000000000053  
MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 09/26/19

**Expiration Date:** 09/30/24

**Master Agreement Description:** Two Stage Right Hand One Way Plow

**Buyer Information**

William Allen 207-624-7871 ext. NULL WJE.Allen@maine.gov

**Issuer Information**

Jessica Norton 207-624-8226 ext. Jessica.h.norton@MAINE.GOV

**Requestor Information**

Jessica Norton 207-624-8226 ext. Jessica.h.norton@MAINE.GOV

**Agreement Reporting Categories**

**Reason For Modification:** Final one-year extension

**Authorized Departments**

17D MOTOR TRANSPORT  
17A TRANSPORTATION

**Vendor Information**

**Vendor Line #:** 1

**Vendor ID**

VC100016958

**Vendor Name**

CIVES CORP

**Alias/DBA**

DBA VIKING-CIVES

**Vendor Address Information**

1825 OLD ALABAMA ROAD  
SUITE 200  
ROSWELL, GA 30076-2258  
US

**Vendor Contact Information**

CINDY LESPERANCE  
 315-543-2321 ext.  
 cindyl@vikingcives.com

**Commodity Information****Vendor Line #:** 1**Vendor Name:** CIVES CORP**Commodity Line #:** 1**Commodity Code:** 76561**Commodity Description:** Two Stage Right Hand One Way Plow**Commodity Specifications:** As per the specifications attached made part of this Master Agreement**Commodity Extended Description:** Two Stage Right Hand One Way Plow

<b>Quantity</b> 0.00000	<b>UOM</b>	<b>Unit Price</b> 0.000000
<b>Delivery Days</b> 90	<b>Free On Board</b> FOB Dest, Freight Prepaid	
<b>Contract Amount</b> 0.00	<b>Service Start Date</b>	<b>Service End Date</b>
<b>Catalog Name</b> Cives Viking	<b>Discount</b> 0.0000 %	
	<b>Discount Start Date</b> 09/26/19	<b>Discount End Date</b> 09/30/24

Please see authorized signatures displayed on the next page

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

State of Maine - Department of Administrative and Financial Services

DocuSigned by:  
*David Morris* 9/27/2023  
2A644AF5681E482...  
\_\_\_\_\_  
Signature Date

Jaime C. Schorr, Chief Procurement Officer

CIVES CORP dba VIKING-CIVES

DocuSigned by:  
*Michael Jackson* 9/27/2023  
C9581A34D13341D...  
\_\_\_\_\_  
Signature Date

Michael Jackson, General Manager

Bureau of Business Management – Division of Procurement Services  
State of Maine – Department of Administrative and Financial Services  
111 Sewall St., 9 State House Station  
Augusta, Maine 04333-0009

Contract Number  
MA 190926\*053

Tel. (207) 624-7340  
Fax.# (207) 287-6578

**EXTENSION OF MASTER AGREEMENT CONTRACT**

**Commodity Item:** Two Stage Right Hand One Way Plow

**Contractor:** CIVES CORP dba VIKING-CIVES

**Mater Agreement Competitive Bid RFQ:** 17D 190823-055

**Contract Period Extended Through:** September 30, 2024

**Extended Contract Pricing:** Extend with manufacture price increases reviewed and approved by MaineDOT.

**Dollar value the vendor has recorded that State of Maine has spent on commodities and/or services covered by this contract over the last twelve months:** \$ 22304.70

Agreement to extend Master Agreement 18P –1909260000000000053 authorized by:

State of Maine – Department of Administrative and Financial Services

DocuSigned by:  
*David Morris*  
2A644AF5681F482...

David Morris, Acting Chief Procurement Officer

Date 9/27/2023

and

CIVES CORP dba VIKING-CIVES

DocuSigned by:  
*Michael Jackson*  
C9581A34D13341D...

Michael Jackson, General Manager

Date 9/27/2023

**RIDERS**

<input checked="" type="checkbox"/>	The following riders are hereby incorporated into this Contract and made part of it by reference: (check all that apply)
<input checked="" type="checkbox"/>	Rider A – MA User Information and/or Specifications
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Bid Cover Page and Debarment Form – Appendix A from RFQ
<input checked="" type="checkbox"/>	Municipality Political Subdivision and School District Participation Certification – Appendix D from RFQ
<input checked="" type="checkbox"/>	MDOT Certifications (Appendix E from RFQ)
<input checked="" type="checkbox"/>	MDOT Terms & conditions (Appendix from RFQ)

**RIDER A**  
**Master Agreement User Information and/or Specifications**  
**MA 190926-053**

**Commodity:** Two Stage Right Hand One Way Plow

**Master Agreement Competitive Bid RFQ:** 17D 190823-055

**Contract Period:** Through Sept. 25, 2021. The State of Maine with vendor approval can opt to issue up to one (1) two (2) year and one (1) year extensions.

***Final Extension Through Sept. 30, 2024***

**Vendor Contact People:** The vendor contact people will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

**Name:** Cindy Lesperance     **Tel:** 315-537-5222     **Email:** [clesperance@vikingcives.com](mailto:clesperance@vikingcives.com)

**Name:** David Kingsbury     **Tel:** 207-602-9519     **Email:** [dkingsbury@vikingcives.com](mailto:dkingsbury@vikingcives.com)

**Prices:** Prices are with shipping terms of “Free on Board (FOB) – Destination”. The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State’s desired location. The “FOB – Destination” shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

**Quantities:** It is understood and agreed that the MA will cover the actual quantities required by the State over the length of the contract.

**Ordering Procedures:** Delivery Orders (DO) will be created in AdvantageME for all orders over \$5000.00. If a DO is used, the DO will be emailed to the email address referenced on the MA as a .pdf file. Orders less than \$5000.00 can be placed using a State of Maine issued P-Card (credit card).

**Delivery:** The vendor is responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice.

## Appendix B

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**DETAILED SPECIFICATIONS**

**RFQ # 17D1908230000000000055**

**Two Stage Right Hand One Way Plow**

**INTENT**

It is the purpose and intent of these specifications to describe a right hand one way plow with a second stage pneumatically controlled tine assembly. The plow shall be constructed so as to accommodate the tine assembly behind the main moldboard on underside of push frame. Plow and secondary assembly must be designed, constructed and reinforced for heavy duty commercial application. Primary use of the plow is for ice and snow removal on the highway system during the winter season. The plow will be hydraulically raised using the vehicle hydraulic system. The plow and secondary stage assembly must be designed in a manner so that it can be attached to the front of a plow truck. The second stage assembly is powered up/down through air lines connected to remote glad hands on the front of a plow truck, and be designed to raise when vehicle is placed in the reverse gear. The plow and tine assembly must be of the latest manufacturer's model and design, and include all advertised standard features whether asked for or not in these specifications. This unit must meet or exceed all Federal and State laws and regulations.

**COMPLETENESS**

The price quoted in any proposal submitted shall include all items of labor, materials, tools, and other costs necessary to fully complete the manufacture and delivery of the plow and tine assembly pursuant to these specifications.

Any part or detail which makes the plow and tine assembly complete and ready for service shall not be omitted, even though such part or detail is not mentioned in these specifications.

**CONFORMITY**

All parts not specified shall be manufacturer's best quality and shall conform in materials, design, or workmanship to the best practice known in the snow plow industry. All parts shall be new and in no case will used, reconditioned or obsolete parts be accepted. The parts on all snow plows provided by the manufacturer should be interchangeable.

**INSTRUCTIONS FOR COMPLETING TECHNICAL SPECIFICATION  
SHEET**

Please complete the checklist for technical specifications set forth below.

Electronically enter responses directly into the text-enabled fields next to each specification, including actual dimensions when applicable. Each Bidder must indicate whether it can meet the technical specifications by inserting an "X" next to

each specification. The “X” will demonstrate that the Bidder’s offering meets the technical specification. If a Bidder cannot meet a technical specification, then the Bidder must give an explanation for each exception and for equipment that is not available or that will be dealer installed. All explanations must be provided in detail on separate pages along with the justification as to why the alternative equipment or deliverables will be as good as the equipment or deliverables described in the detailed specifications for desired items. A copy of the vendor specification proposal must be provided. Following these instructions is essential for proper bid evaluation.

If a Bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive. The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.

<b>The following abbreviations must be used:</b>		<b>X</b>	<b>Standard or as specified</b>	
		<b>N/A</b>	<b>Not Available</b>	
		<b>DI</b>	<b>Dealer Installed</b>	
		<b>AE</b>	<b>Approved Equal</b>	
	<b>1.0 MAIN PLOW REQUIREMENT</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>1.1</b>	The plow shall be constructed of all steel.	<b>X</b>		
<b>1.2</b>	Push frame is to be tubular construction: 6” x 6” x ½” boxed main drive angle, with 5’ x 5¼” truss members.			4 x 4 x 3/8 3 x 6 x 3/8
<b>1.3</b>	11’ long cutting edge attachment for steel or carbide blades shall be standard.	<b>X</b>		
<b>1.4</b>	Moldboard shall be constructed of 8 gauge brake formed (not rolled) sheet steel, strengthened with eight (8) ½” thick one-piece vertical ribs to provide strength.	<b>X</b>		
<b>1.5</b>	There shall be mounting brackets at each end of main drive member with slotted holes for mounting and adjusting the push frame shoes. Shoes will be mounted to bracket with two (2) ¾” grade 8 bolts.	<b>X</b>		
<b>1.6</b>	Two (2) ½” diameter chains are to be used for lifting of the plow by a truck.			3/8 chain w/shock springs



1.7	There shall be a nose shoe bolted to moldboard and cutting edge using four (4) 5/8" diameter bolts.			( 3 ) 5/8 bolts
1.8	The moldboard shall be held in place with a two-piece adjustment arm. The inner arm shall be constructed of 2" diameter hot rolled steel. This arm will be drilled with seven (7) 11/16" diameter holes for attack angle adjustment.			( 5 ) adjustment holes
1.9	The moldboard shall trip against two (2) adjustable compression spring assemblies. Assemblies shall consist of three (3) 45 degree slotted trip lugs. 1 1/4" diameter threaded rod and nut, pressure plate, and a 5 1/4" x 12 1/4" long compression spring made of 11/16" diameter wire with a minimum of ten (10) coils.	X		
1.10	The plow shall have an oscillating plate 1" thick with push lugs/ears for attachment to a truck.			3/4 thick
1.11	The cutting edge shall be punched with 11/16" diameter holes to accommodate either single or multiple cutting edges.	X		
1.12	The moldboard shall be connected to the push frame utilizing the vertical ribs. Where this connection is made, it shall be reinforced with not less than 1/2" thick bosses. 1 1/4" diameter pins shall be used to mate the moldboard to the push frame.	X		
1.13	All necessary components needed to operate this plow shall be provided, including cab controls.	X		
<b>2.0 SECONDARY CUTTING EDGE</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
2.1	The secondary cutting edge will be located on the bottom of the push frame, constructed of four (4) structural steel channels for primary support of this secondary unit.	X		
2.2	The main channel shall support thirty-three (33) spring steel sections, 3 1/2" wide x 3/16" thick.	X		
2.3	Blade sections shall be 3/4" x 3" x 3 1/2", with a carbide insert.	X		
2.4	Blade sections shall be constructed of 5160H spring steel.	X		

2.5	A ¾" thick polyurethane pad shall be located between the main channel and the spring sections.	X		
2.6	The secondary cutting edge shall be of same angle as primary moldboard 37 degrees.	X		
2.7	The secondary stage shall be lifted pneumatically with provided by power unit (truck). Life will be achieved by one (1) single-action #24 brake chamber in conjunction with two (2) double-acting 30-30 brake chambers.	X		
<b>3.0 MOLDBOARD</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
3.1	Moldboard shall have an overall length of 13' feet x 7" long, with not less than 139" at the cutting edge and nose piece.	X		
3.2	The moldboard shall be 26" high at the intake side and flare outward to 54".	X		
3.3	The plow shall cut a 9' path at a fixed angle of 37 degrees.	X		
3.4	The moldboard shall include an integral snow deflector that extends a minimum of 12" fore of the cutting edge.	X		
3.5	Moldboard shall also include an integral formed channel at the leading edge of the snow deflector to provide rigidity.	X		
<b>4.0 PAINT AND FINISH</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
4.1	All metal shall be free of rust and mill scale and prepared (blasted) for primer and finish coat.	X		
4.2	A two-part epoxy primer shall be applied to prepared metal surfaces to the minimum thickness of 3-5 mils dry.	X		
4.3	Paint shall be applied to a thickness of 5-7 mils dry and shall be Imron 3.5 HG Cat Highway Yellow color (paint code #42-3133). Axalta shall be the preferred brand of paint.	X		
4.4	All paint and primers shall be lead free.	X		

<b>5.0 WARRANTY</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>5.1</b>	Manufacturer's standard warranty will apply.	X		
<b>5.2</b>	Terms and conditions of warranty must be provided with bid proposal.	X		
<b>5.3</b>	Manufacturer's warranty will start with MDOT in-service date.	X		
<b>5.4</b>	Terms and conditions of warranty must be provided with bid proposal (Warranty must be clearly defined and all components covered must be clearly listed and identified).	X		
<b>5.5</b>	In-Service Date: Warranty on two stage plow (not placed in service immediately because of time lag due to installation of components, special equipment, seasonal usage or other delays) shall be warrantied from the date the equipment is actually placed in service. MDOT Fleet Services Augusta shall notify the vendor in writing of "in service" date.	X		
<b>5.6</b>	Vendor shall be 100% responsible for all repair costs to include parts, labor during the warranty period.	X		
<b>6.0 MANUALS AND SOFTWARE</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>6.1</b>	There shall be two (2) operator's manuals per unit.	X		
<b>6.2</b>	There shall be two (2) shop repair manuals or CDs per unit.	X		
<b>6.3</b>	There shall be two (2) shop repair manuals or CDs per unit.	X		
<b>7.0 TRAINING REQUIREMENTS</b>		<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>7.1</b>	Training for Maintenance and Operations personnel to be provided by the plow manufacturer, to include a minimum of 1 to 2 hours of training to take place within a State of MaineDOT Region. This training may be videotaped by MaineDOT for future use by MaineDOT trainers.	X		

7.2	Any and all training must be performed by experienced certified personnel.	X		
7.3	All manufacturer's training programs being offered, need to be defined in detail and a written proposal of what those programs will entail and submitted with bid packet.	X		
	<b>8.0 GENERAL REQUIREMENTS</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
8.1	All pinch points shall be clearly marked.	X		
8.2	Equipment must be fully inspected, serviced, fully assembled, and ready to work upon delivery.	X		
8.3	Be it known that these specifications are a minimum and that bids will be evaluated based on price, warranty, manufacturer's performance data, delivery schedule, parts availability and other items deemed appropriate.	X		
8.4	Bidders to supply a detailed specification sheet with their bid proposals listing exactly what is being offered (not a reference to a web site) and to certify that they have service facilities in Maine, staffed with trained service technicians and stocked with repair parts for the two stage plow which is bid. Failure to provide this information may cause the bid to be rejected. MaineDOT reserves the right to reject any and all bids.	X		
8.5	All hardware installed shall not obstruct any lubrication points, or interfere with proper operation of the two stage plow.	X		
8.6	All safety, warning and instructional decals must be properly displayed and appropriate for application.	X		
8.7	MaineDOT Fleet Services reserves the right to pre-inspect the two stage plow before delivery.	X		
8.8	Exceptions to specifications shall be listed on a separate paper and noted as exceptions and submitted with bid proposal. If exceptions are not listed as such it shall be considered that the vendor will comply with all specifications as listed.	X		

<b>8.9</b>	Equipment offered must comply with applicable Federal and State of Maine laws.	<b>X</b>		
<b>8.10</b>	Upon delivery of unit or units all necessary paper work such as Certificate of Origin, dealer's certificate and invoices shall accompany unit(s).	<b>X</b>		
<b>8.11</b>	All bid proposals will include shipping and delivery to: MaineDOT Fleet Services, 66 Industrial Drive, Augusta, ME 04330.	<b>X</b>		
	<b>9.0 SERVICE REQUIREMENTS</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>9.1</b>	MaineDOT's objective is to have the vendor provide warranty and service at facilities that are as close as possible to localities where the Two stage plow will be used. To that end, MaineDOT desires that the vendors will have warranty and service facilities located within 75 miles of each region headquarters: Scarborough, Augusta, Dixfield, Bangor, and Presque Isle.			Service Location: Lewiston Presque Isle – 265 miles Bangor – 100 miles  Road Service Available
<b>9.2</b>	Vendors must provide a list of bidder service center locations.	<b>X</b>		
	<b>10.0 BID SUBMISSION REQUIREMENT</b>	<b>Abbreviation</b>	<b>Actual Dimension</b>	<b>Notes</b>
<b>10.1</b>	In addition to required information as exhibited in the specifications, the Bidder shall also provide: <ul style="list-style-type: none"> <li>• Warranty and extended warranty data for two stage plow and all sub-components.</li> <li>• Specifications required on the proposed two stage plow.</li> <li>• Failure to supply the required documentation may render the bid non-responsive.</li> </ul>	<b>X</b>		

**RIDER B  
TERMS AND CONDITIONS**

- 1. DEFINITIONS:** The following definitions are applicable to these standard terms and conditions:
  - a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
  - b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
  - c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
  - d. The term “Division” shall refer to the State of Maine Division of Purchases.
  - e. The term “Contractor”, “Vendor”, or “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
  - f. The term “Contract” or “Agreement” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.
  
- 2. WARRANTY:** The Contractor warrants the following:
  - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
  - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
  - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
  - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
  - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

**3. TAXES:** Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

**4. PACKING AND SHIPMENT:** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices,

packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

**5. DELIVERY:** Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Contractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

**6. FORCE MAJEURE:** The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

**7. INSPECTION:** All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles or work shall be made unless specified by the Division.

**8. INVOICE:** The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

**9. ALTERATIONS:** The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreement, or to eliminate

all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

**10. TERMINATION:** The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed because of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

**11. NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**12. COMPLIANCE WITH APPLICABLE LAWS:** Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**13. INTERPRETATION:** This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.



**14. DISPUTES:** The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

**15. ASSIGNMENT:** None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

**16. STATE HELD HARMLESS:** The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

**17. SOLICITATION:** The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**18. WAIVER:** The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

**19. MATERIAL SAFETY:** All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

**20. COMPETITION:** By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

**21. INTEGRATION:** All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.

**Appendix D**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION  
CERTIFICATION**

**RFQ # 17D1908230000000000055**

**Two Stage Right Hand One Way Plow**

The Division of Procurement Services is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?


X Yes

Yes, with conditions as follows:

No

**Name of Company: Cives Corporation dba Viking Cives(USA)**

**Address: 14331 Mill Street, Harrisville, NY 13648**

**Signature:**  \_\_\_\_\_

**Date: September 5, 2019**

**Appendix E**

**RFQ # 17D19082300000000000055**

**Two Stage Right Hand One Way Plow**

**CERTIFICATIONS**

**1.0 NONCOLLUSION BIDDING CERTIFICATION**

By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any other matter relating to such prices with any other Bidder or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and,
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

September 5, 2019  
Dated

Michael Jackson  
Printed name of Person Bidding




---

Authorized Signature

President  
Title

**2.0 EQUIPMENT PERFORMANCE AND WARRANTY DATA**

The information provided on this form will be used in determining operating costs of the equipment. Bidder must complete this form and submitted with bid. Bids received without this information will be considered non-responsive to the bid.

**1. EQUIPMENT:**

**2. DESCRIBE THE PROCESS FOR THE SUBMISSION OF WARRANTY CLAIMS FOR REIMBURSEMENT OUTLINED AND SUBMITTED WITH THE BID. (written process to follow for reimbursement of warranty claims)**

Contact Viking Cives, request an RMA, Return Defective part(s) with RMA, parts will be returned to Manufacturer for inspection, when Manufacturer authorizes credit Viking Cives will credit customers account

**3. EQUIPMENT INFORMATION:**

YEAR: 2019                   EQUIPMENT MAKE: Viking

EQUIPMENT MODEL: 2654HSE9 RH 2-Stage One Way Plow

**4. MANUFACTURER’S RECOMMENDED PREVENTATIVE MAINTENANCE SCHEDULE MUST BE PROVIDED**

None

**5. BASIC EQUIPMENT WARRANTY DESCRIPTION**

12 Months – Viking Warranty Certificate attached

**6. NAME/LOCATION OF REPAIR FACILITY(S) (BOTH AUTHORIZED WARRANTY, PARTS & SERVICE PER REQUESTED LOCATION). It is desired that at least one facility is located within 75-mile radius each region headquarters: Scarborough, Augusta, Dixfield, Bangor and Presque Isle.**

**WARRANTY AND SERVICE FACILITIES**

ADDRESS 1: 2085 Lisbon Road, Lewiston, ME 04240

ADDRESS 2:

ADDRESS 3:

ADDRESS 4:

ADDRESS 5:

CONTACT NAME: Ed Drake

TELEPHONE: 207-240-2573

EQUIPMENT PARTS PROVIDER: Viking Cives of Maine

ADDRESS: 2085 Lisbon Road, Lewiston, ME 04240

CONTACT NAME: Ed Drake

TELEPHONE: 207-240-2573

how the vendor will provide warranty and service at these service facilities.

Bidder certifies that they have service facilities in Maine, staffed with trained service technicians and stocked with repair parts for the equipment which is bid.

This form must be reproduced and completed for any additional equipment warranty/facility information.

September 5, 2019  
Dated

  
\_\_\_\_\_  
Signature

Michael Jackson  
Print Name

Cives Corporation dba Viking Cives (USA)  
Company Name

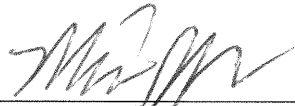
**3.0 SPECIFICATION COMPLIANCE**

The bidder hereby certifies that the equipment(s) being bid in response to this invitation meet or exceed these specifications and that where a deviation from the specifications exists, the bidder has obtained written approval of those exceptions prior to submitting this bid.

If a conflict exists between these specifications and Federal and/or State laws, the Federal and/or State laws shall prevail and the bidder must alert the purchaser to any such conflicts.

September 5, 2019  
Dated

Michael Jackson  
Printed name of Person Bidding

  
\_\_\_\_\_  
Authorized Signature

President  
Title

## Appendix F

### RFQ # 17D19082300000000000055

#### Two Stage Right Hand One Way Plow

#### MaineDOT TERMS AND CONDITIONS

##### A. AGREEMENT

The Vendor shall deliver the equipment ordered in accordance with this Agreement and governed by these Terms and Conditions.

##### B. INDEPENDENT CAPACITY

In providing the equipment under the Agreement, the Vendor shall act independently and not as an agent of the State of Maine.

##### C. STATUS REPORTS

Prior to the start of work, the Vendor shall furnish MaineDOT with a proposed progress schedule in MaineDOT's standard format. The Vendor will outline the various phases of work that will need to be completed in order to meet the schedule set forth by MaineDOT.

During equipment assembly, the successful bidder shall submit to MaineDOT's Fleet Representative, a Monthly Status Report of accomplishments from the preceding month. The progress report shall be used to keep team members and MaineDOT's Fleet Representative informed about project status and issues. Information will include:

- a. A written statement describing the work accomplished during the period and to date.
- b. An estimate of the percentage of work completed within the specified services.
- c. Any information needed from MaineDOT to complete the project and avoid delays.
- d. The successful bidder's action plan to remedy and address any non-conforming or unacceptable work submitted to Department.
- e. Document anticipated problems and possible solutions.

These progress reports shall be submitted to MaineDOT on a **monthly basis**. Failure to submit could result in non-payment of the invoice, or be considered as a default, and shall be recorded in the Vendor's Performance Evaluation. If work is temporarily delayed, the Vendor may suspend submittal of the monthly progress reports with written approval from MaineDOT. The Vendor shall be responsible for addressing any action that may be required to keep the project on schedule.

MaineDOT shall have a period of 15 business days after receipt of the submissions to complete the review and make any necessary comments. Following the review, the Vendor will make any revisions and corrections requested by MaineDOT.

**D. PAYMENT AND OTHER PROVISIONS**

MaineDOT anticipates paying the selected Vendor for goods and services received, on the basis of net 30 payment terms following acceptance of the equipment, the receipt of an acceptable title and required documents, and an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains the State of Maine Agreement number, correct pricing information relative to the Agreement, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the Agreement.

MaineDOT reserves the right to pay for the equipment purchased by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Vendors are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

“9-A MRSA §8-303 (2): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means.”

**E. WARRANTY**

For a period of one (1) year following equipment delivery and acceptance (the “Warranty period”), Vendor unconditionally warrants and guarantees that the equipment shall be free from defects in parts and workmanship. If MaineDOT discovers any defects during the Warranty period, the Vendor’s obligation will be to repair or replace the equipment or refund the purchase price, at MaineDOT’s sole option subject to the following requirements as applicable:

- Replacement will be with new equipment matching the specifications within this Agreement.
- Reimbursement will be for the total purchase price of the equipment including the cost of returning the equipment.
- All Repairs including the cost of transporting the equipment will be borne by the Vendor. All repairs will be warranted free from defects in parts and workmanship for a one year period following the repair.

The Vendor hereby assigns to MaineDOT the right to enforce all manufacturer’s warranties or guarantees on the equipment.

The Vendor agrees that the warranty obligations provided by this Agreement shall be reported as an outstanding obligation in the event of bankruptcy, dissolution, or the sale, merger, or cessations of operations of the Vendor.

In the event of a breach of Vendor’s warranty obligations, MaineDOT shall notify Vendor in writing of the breach and grant Vendor 30 days to cure the breach. Should Vendor fail to cure the breach, MaineDOT may pursue whatever remedies may be available.

**F. DAMAGES**

Time is of the essence in the delivery of the equipment specified herein, and in event of delay(s) in the delivery of the equipment beyond the date set forth in the Agreement, or beyond authorized extensions thereof MaineDOT may impose liquidated damages. Because it is difficult to determine the actual amount of the damage by reason of such delay it is therefore agreed that the Vendor will pay the sum of **one hundred dollars (\$100.00)** per unit for each calendar day(s) delay in delivery as liquidated damages and not as a penalty.

These damages shall be deducted from any monies due, or which may thereafter become due to the Vendor or may be recovered by through any lawful means.

**G. SET-OFF RIGHTS**

MaineDOT shall have all of its common law, equitable and statutory rights of set-off.

**H. FORCE MAJEURE**

Either party may be excused from performance under this Agreement to the extent the failure to perform is caused by acts of God or of the public enemy, fire, floods, epidemics, quarantine, restrictions, strikes, labor disputes, and freight embargos, or other causes beyond the party's reasonable control. In the event of such event of force majeure, the affected party shall provide the other party written notice of the cause of delay within fifteen (15) days from the beginning of any such delay. The time of performance shall be excused to extent of the duration of any such event of force majeure, or such period of time as may be mutually agreed upon by the parties.

**I. INDEMNIFICATION**

The Vendor shall indemnify and hold harmless MaineDOT and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Vendor, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Vendor shall not be liable for claims arising out of the negligent acts or omissions of MaineDOT, or for actions taken in reasonable reliance on written instructions of MaineDOT.

This indemnification provision shall survive any termination or expiration of the Agreement.

**J. DEFAULT, TERMINATION**

- i. MaineDOT reserves the right to terminate this Agreement or any part hereof, for its sole convenience. Thirty (30) days advance written notice shall be provided in the case of a termination for convenience. In the event of such termination, Vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Vendor shall be paid for all work on a percentage completed basis, as mutually agreed upon by the parties, up to the date of termination under this Paragraph 14.A.



- ii. MaineDOT shall have the right to terminate this Agreement in the event of a material breach or default by Vendor of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by Vendor of written notice of such breach from MaineDOT. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then Vendor shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided Vendor has exercised reasonable commercial efforts and taken appropriate action to begin cure of the breach or default within the initial thirty (30) day cure period.
- iii. MaineDOT shall have the right to terminate this Agreement immediately upon written notice to Vendor in the event (i) Vendor, or any director, officer or employee of Vendor assigned to this Project is convicted of a criminal offense directly related to information technology services; or (ii) proceedings in bankruptcy are commenced against Vendor or if a receiver is appointed and such case or proceeding shall continue undismissed, or unstayed and in effect, for a period of one hundred twenty (120) days. Notwithstanding the foregoing, if a conviction of an employee assigned to this Project, officer or director, relates to individual and/or personal actions of such employee, officer or director and not the policy or directive of Vendor and, upon such conviction, Vendor shall terminate or otherwise remove such employee, officer or director and take such other steps to reasonably ensure the propriety of Vendor' delivery of information technology services, then MaineDOT shall not have a right to terminate this Agreement pursuant to the foregoing clause (i) of this Section 14 (C).
- iv. Vendor shall have the right to terminate this Agreement in the event of a material breach or default by MaineDOT of its obligations hereunder that is not cured within thirty (30) days from the date of receipt by MaineDOT of written notice of such breach from Vendor. If the breach or default, by its nature, cannot be cured within such thirty (30) day period, then MaineDOT shall have such additional time (not to exceed thirty (30) additional days) as may be necessary to cure the breach or default, provided MaineDOT has exercised reasonable commercial efforts and taken appropriate actions to begin cure of the breach or default within the initial thirty (30) day cure period.
- v. Vendor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**K. DELIVERY AND ACCEPTANCE**

Time is of the essence in the delivery of the equipment. The Vendor shall execute the work continuously and diligently. Delivery of the units shall occur in accordance with the terms and conditions outlined in the resulting Agreement.

- i. Production of the units shall be conducted as a continuous production with no breaks or inserts of other orders or types of equipment.
- ii. Delivery shall be restricted to Monday through Friday, between the hours of 8 AM and 4 PM.
- iii. The Vendor will contact MaineDOT Fleet Services 24 hrs. prior to delivery with an estimated time of arrival.
- iv. Units furnished under this Agreement shall be delivered in first class condition, complete and ready for operation, and the Vendor shall assume all costs, responsibilities, and risk of loss related to damage that may have occurred in the delivery of the units.
- v. When units are delivered, certificates or releases signed by representatives of MaineDOT Fleet Services are understood to be a simple acknowledgment of receipt of the units only, and will NOT constitute an acceptance of the condition of the units or their conformance with the terms and conditions of the Agreement specifications.
- vi. Upon delivery, MaineDOT may conduct such tests as may be required to determine to its own satisfaction that the units appear to be in conformance with the terms, conditions, and requirements of the Agreement specifications.

Acceptance shall occur following final inspection by authorized employees of MaineDOT Fleet Service, receipt of the titles and all requested documentation. The Vendor will be notified, in writing, of acceptance/non-acceptance within fifteen calendar (15) days of delivery to the location specified in this Agreement.

#### **L. RIGHT TO SUSPEND WORK**

MaineDOT has the right to suspend any or all work at any time for any reason as it deems necessary. Consultant may receive payment for the portion of services completed through the date of suspension.

#### **M. COPYRIGHT AND LICENSES - PATENTS AND COPYRIGHTS**

Data and publication rights to any documents, produced under the terms of Agreement are the property of MaineDOT. The Vendor shall not copyright the material produced under the terms of the Agreement without written approval of MaineDOT, except to the extent necessary to protect its rights pursuant to the following paragraph.

The Parties to this Agreement mutually agree that, if patentable discoveries, intellectual property and software, or inventions should result from work described therein, all rights accruing from such discoveries or inventions shall be the sole property of MaineDOT.

## **N. CLAIMS AND DISPUTES**

### **General**

To preserve any claim arising out of the Agreement, the Parties shall comply with and exhaust all provisions of this Section. Unless otherwise agreed to in writing, the Vendor shall continue to perform its services during any dispute resolution process. If the Vendor continues to perform, MaineDOT shall continue to make payments in accordance with the Agreement of amounts not in dispute.

### **Negotiation with MaineDOT's Fleet Representative**

The Vendor shall promptly notify MaineDOT's Fleet Representative, or their designee, in writing, of disputes that could significantly affect scope, schedule or compensation. After such notice, the Vendor and MaineDOT's Fleet Representative shall promptly negotiate in good faith to resolve the dispute. MaineDOT's Fleet Representative will promptly issue a decision.

### **Review by Director**

If the Vendor desires a review of MaineDOT's Fleet Representative's decision, then the Vendor shall promptly request in writing that MaineDOT's Director of the applicable Bureau or Office review the Fleet Representative's decision. The Director or its designee(s) shall promptly notify the Vendor in writing of the result of the review.

### **Dispute Resolution**

If the dispute remains unresolved after negotiation and review as set forth above, the Parties may proceed to mediation by selecting a mediator acceptable to both.

If the Parties are unable to resolve the dispute through mediation, either party may seek judicial review through a civil action commenced in the Superior Court of Maine, Kennebec County.

## **O. CONTROLLING LAWS**

The Agreement referred to in these Terms and Conditions is governed by the applicable laws of the Federal Government and the State of Maine.

### **Laws to Be Observed**

The Vendor shall comply with all applicable Federal, State and local laws, rules, regulations, orders, and ordinances affecting the work including, without limitation all environmental, wage, labor, equal opportunity, safety, patent, copyright, or trademark laws. The Vendor shall indemnify MaineDOT and hold MaineDOT harmless against any and all claims or liabilities arising from or based upon the violation or alleged violation of any such Law caused directly or indirectly by or through the Vendor.

**P. ENTIRE AGREEMENT/BINDING EFFECT/MODIFICATION/ASSIGNMENT**

This Agreement sets forth the entire agreement of the parties with regard to the subject herein. This Agreement may not be modified except by a written amendment executed by both parties.

Neither MaineDOT nor the Vendor may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in the Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written Consent To Assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Agreement.

**Q. SEVERABILITY**


The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provision or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

**R. NON-WAIVER**

If MaineDOT fails or refuses to enforce any provision in the Agreement that shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.

**Name of Company: Cives Corporation dba Viking Cives (USA)**

**Address: 14331 Mill Street, Harrisville, NY 13648**

**Signature:**  \_\_\_\_\_

**Date: September 5, 2019**