

MA 18P 1905230000000000182
MODIFICATION

State of Maine



Master Agreement

Effective Date: 06/01/19

Expiration Date: 09/30/24

Master Agreement Description: PQVL for Conference and Meeting Space

Buyer Information

Sherri Brooker 207-624-8878 ext. Sherri.Brooker@Maine.gov

Issuer Information

Sherri Brooker 207-287-8878 ext. Sherri.Brooker@Maine.gov

Requestor Information

Sherri Brooker 207-624-8878 ext. Sherri.Brooker@Maine.gov

Agreement Reporting Categories

Authorized Departments

ALL

Vendor Information

Vendor Line #: 1

Vendor ID

VC1000087369

Vendor Name

SUGARLOAF MOUNTAIN CORP

Alias/DBA

DBA SUGARLOAF/USA

Vendor Address Information

5092 ACCESS RD

CARRABASSETT VLY, ME 04947
US

Vendor Contact Information

Sep 14, 2023, 9:59 AM

Taylor Jordan
207-237-6884
tjordan@sugarloaf.com

Commodity Information

Vendor Line #: 1

Vendor Name: SUGARLOAF MOUNTAIN CORP

Commodity Line #: 1

Commodity Code: 97165

Commodity Description: Room Rental or Lease for Conferences, Seminars, etc.

Commodity Specifications:

Commodity Extended Description: Extending MA for 1 year

Quantity 0.00000	UOM	Unit Price 0.000000
Delivery Days	Free On Board	
Contract Amount 0.00	Service Start Date 06/01/19	Service End Date 09/30/24
Catalog Name	Discount 0.0000 %	
	Discount Start Date	Discount End Date

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 10/2/2023
Signature 81F482... Date

David Morris, Acting Chief Procurement Officer

Vendor

DocuSigned by:
Taylor Jordan 10/2/2023
Signature 81F482... Date

Taylor Jordan Sales Manager

Print Representative Name and Title

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 – Scope of Work and/or Specifications
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Debarment Form – Appendix A from RFQ
<input checked="" type="checkbox"/>	Rider D - Price sheet
<input type="checkbox"/>	Other – Included at Department's Discretion

RIDER A
Scope of Work and/or Specifications
MA 190523*182

Commodity: Conference & Meeting Space

Master Agreement Competitive Bid RFP: 201803033

Contract Period: Through September 30, 2024

Vendor Contact Person: The vendor contact person 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: Taylor Jordan **Tel:** 207-237-6884 **Email:** tjordan@sugarloaf.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. The State of Maine is tax exempt.

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).

Using Departments: The primary using departments of this Master Agreement are: All

Shipping Points: The items covered by this MA may be requested for and expect to be shipped to any State of Maine owned facility.

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.

Specifications

1. **ADA:** Americans with Disabilities Act
2. **Agency:** A State of Maine Government Agency sponsoring a specific procurement action or conference/meeting room rental.
3. **Delivery Order (DO):** An order created to procure specific assignments from an established Master Agreement. DO's are required for services in the amount of \$5,000 or more.
4. **Department:** Department of Administrative and Financial Services, Bureau of Business Management, Division of Procurement Services
5. **Facility:** A venue used to hold functions, such as an events, conferences, meetings or other purpose gatherings of many individuals.
6. **Master Agreement (MA):** A contractual agreement which will govern the relationship between the State of Maine and the Provider
7. **PQVL:** Pre-Qualified Vendor List
8. **Provider:** A conference/meeting room Provider that is a party to a State of Maine Master Agreement.
9. **State:** State of Maine

This Master Agreement (MA) contract is awarded as part of a Pre-Qualified Vendor List (PQVL) for the provision of rental space for conference and meeting room facilities for the use of all state agencies for a variety of events on an as needed/as available basis. Providers will be required to coordinate, oversee and manage, on a daily basis, all aspects of the event whether small or large for room set up, conference hosting, event flow, staging, etc. The State allows municipal governments, school districts and public higher education institutions to use any contract resulting from this RFP, with the mutual consent of the Provider.

A. Mini-Bid Process and Awards

An Agency seeking a facility will notify all pre-qualified vendors who meet the required geographical area (region) and event size when specific services are needed by initiating the mini-bid process. Providers will be given a description of the particular services needed and asked to respond within a specific timeframe. Bids submitted on behalf of the mini bid process will be evaluated on the basis of the Providers' proposed cost or both proposed cost and detailed offering. The Agency, as applicable, will then select one Provider based on the bids submitted and criteria being evaluated during the "mini-bid" process. The rates (**Rider D**) associated with this MA will form the foundation of each Provider's future "mini-bid" responses - that is, a Provider may not propose rates in the "mini-bid" that are above what was proposed in response to this RFP process (but a Provider may propose a rate lower, if it so chooses).

An Agency would create a Delivery Order (DO) against the MA to secure the facility with the awarded bidder.

Maine Armory Rental Program - When seeking facilities, Agencies are required to include the Maine State Armories, if applicable, when considering possible event locations. For more information on the programs go to:

<https://www.maine.gov/dafs/bbm/procurementservices/policies-procedure/maine-armory-rental-program>

MAAs are to be used as a tool for Agencies, however each Agency reserves the right to select Providers from the PQVL without using this mini-bid process for emergencies, for projects less than \$5,000 and if only one Provider is able to meet the geographical and event size requirements. At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Providers for those projects will not be selected from the PQVL, rather through a separate RFP or other procurement process based on their specific needs/timelines.

The appeal procedures were available upon the original determination of the PQVL. The appeal procedures will not be available during subsequent mini-bid process involving only the pre-qualified or pre-approved list participants if cost is the sole determining factor.

B. Space Rentals and Signage

For large multiday conferences the Agency may need access to the facility the day prior to deliver items and/or set up for the following morning. Prior to usage, each room should be set-up by the facilities staff. Rooms may require furniture, including tables, table skirts, chairs, stools, podium, lectern, dais, staging, pipes and drapes, etc. Rooms should also have a sufficient HV AC system for such needs of each room.

- 1. Large Conference/Main Meeting Room Rentals:** Main conference room area that will adequately fit requested number of attendees and agreed-upon accommodations. Agencies may request a large meeting room to accommodate all attendees for needs such as: general session, dining, exhibitor area, etc.
- 2. Breakout/Meeting Rooms:** Smaller or secondary conference room(s) used for smaller group meetings to be used concurrent with general assembly room. In most cases, it is preferred that these rooms be in the same building as the large banquet/meeting room (when utilized). If the breakout room is part of the main meeting room, it should have a floor to ceiling partition to provide a sound barrier in order for sessions to run concurrently.
- 3. Dining Rooms:** Agencies may request a separate meal/break serving area on-site so that neither set-up nor clean-up will interfere with scheduled presentations.
- 4. Registration/Lobby area:** Agencies may require a Registration/Lobby area outside of any meeting room.
- 5. Secure Storage Area:** Agencies may require a separate secured storage area (mostly for multiday conferences) for equipment, materials, etc.
- 6. Restrooms:** Adequate (multi-stall) restroom facilities for participants.

7. Exhibit Areas: - Some Agencies hold events that require exhibit areas for inside and/or outside the facility.

8. Inside/Outside Signage: Agencies may request signage both inside and outside.

C. Facility One Point of Contact

Provide one dedicated representative assigned as a facility coordinator to oversee and manage all aspects of the event to be sure it runs smoothly and to assist the Agency utilizing the facility with questions and/or needs that arise throughout the event.

D. Technology, Rentals and Support

If applicable, provide onsite technical expertise for both the Agency and attendees for network and internet connectivity and audio-visual support.

1. **Wireless Internet Access:** Facility should include free high speed wireless Internet access sufficient for the number of anticipated participants simultaneously using the Internet, if needed.

Some events may require websites/programs on a network infrastructure requiring regular access to the public worldwide web as well as to standard email servers. If there are, standard facility filtering or blocking features the Provider may be asked to turn it off for the conference, if needed.

2. **Rentals:** Equipment may or may not be provided by the using Agency. The Agency may require the need to rent equipment from the Provider. Such items could include but not limited to:

- a. Staging,
- b. Digital Projection Equipment
- c. Small and Large Screens,
- d. Handheld and Lapel Microphones
- e. Step Stools
- f. Easels
- g. Flags
- h. Charts
- i. Audio/Video Cart
- j. Cables, Connectors, Power Strips, Extension Cords
- k. Amplifier Appropriate for Room Size
- l. Laser Pointer

3. **Audio Visual Equipment and Support:** The Agency may request audiovisual equipment and support for specific events.

E. Other Requirements

1. Americans with Disabilities Act (ADA) Compliance: All spaces, including, but not limited to, presentation spaces, parking, and restrooms should be accessible for individuals with disabilities as per the Americans with Disabilities Act [https://www.govinfo.gov/app/details/STATUTE-104/ STATUTE-104-Pg327](https://www.govinfo.gov/app/details/STATUTE-104/STATUTE-104-Pg327). *If participants require accommodations to access the content of the event, such as an American Sign Language interpreter, the Agency will provide these services separate from this RFP.*

2. Smoke-Free: Facility must comply with all applicable laws regarding smoke-free environments.

F. Meals

Meals will be determined by each Agency and be specific to each event and may or may not be a requirement.

1. Meal items: Agencies may request breakfast, lunch, snacks and/or dinner. Providers shall have menu options that provide for a balanced diet with a variety of choices. Providers should provide menu selections that are modest. Water stations may be requested as needed.

2. Dietary Restrictions: Providers should be able to accommodate specific dietary restrictions such as food allergies or special diets (vegetarian, vegan, etc.) made in advance upon request.

G. Lodging

Some events may require overnight accommodations.

Lodging is preferred onsite but could be through other local area facilities. Providers who provide onsite lodging should accommodate the total expected number of conference participants. Rooms should be single occupancy and clean, well maintained, and well lighted. Rooms should also include wireless internet access to all guests.

H. Parking

Adequate parking for all participants (to include onsite parking for individuals with disabilities), or as an alternative, secondary parking with shuttle services of less than five-minute duration preferred.

I. Reservations

Providers should have a clear Reservation Plan for how state Agencies should make reservations. Provider must accept reservations for an event or meeting space without requiring pre-payment.

J. Cancellation of Events

Scheduled events may be cancelled by the Agency without penalty, up to 30-days prior to the scheduled event, including, but not limited to: room rentals and meals. Any penalties for cancellations after the above stated cancellation period, and the policies governing such cancellation, must be clearly stated by Provider. If a cancellation policy is not provided, there will be no penalty for events cancelled less than 30-days before the event date.

K. Reporting

Provide to the contract administrator a annual report no later than thirty (30) days after the end of each Fiscal Year which includes:

1. A summary of the services ordered indicating those paid for with a DO and/or agency credit card;
2. The agency utilizing the facility;
3. The total dollar value for each event by agency

L. Removal from Pre-Qualified Vendors List

The Department may remove a pre-qualified vendor from the pre-qualified list at any time, upon giving 30 days' written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

1. The pre-qualified vendor failed or refused to perform its contractual obligations,
2. The pre-qualified vendor's performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided, or
3. The vendor no longer has the ability to perform the services specified in this RFP.

M. Certificate of Insurance

It is the provider's responsibility to supply an updated copy of the Certificate of Insurance to the Agreement Administrator as a new certificate becomes available.

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 or 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 of 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.

22. ORDER OF PRECEDENCE. In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

- a. Exceptions - If applicable
- b. General Terms & Conditions for Goods and/or Services under Buyer Purchase Orders and Master Agreements
- c. Scope of Work - If applicable
- d. Vender Agreement - Included at Department's Discretion
- e. Other - Included at Department's Discretion

RIDER C
EXCEPTIONS

NA

Debarment, Performance, and Non-Collusion Certification


By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:

 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: Taylor Jordan	Title: Sales Manager
Authorized Signature: 	Date: 10/2/2023

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RIDER D

Lodging Rates

April 15th to December 15th - \$132 per night

Room options:

Hotel Alcove Hotel

Superior / Queen Bed

Hotel Superior / 2 Queen

No minimum night stay No
minimum amount of attendees

December 16th to mid April 14th - Agencies must contact Sugarloaf for a quote on specific event

Two (2) Night minimum stay

No Saturday arrivals or

No Saturday departures

No minimum amount of
attendees

12% resort fee will be added to all
lodging quotes

"NOT TO EXCEED" RATE SHEET and FOOD POLICIES

Proposed Menu

The Birches continental Breakfast - \$17

- Assorted Whole Fruit
- Assorted Muffins and Pastries
- Granola and Assorted Cereals
- Flavored Yogurts
- Bagels and Cream Cheese

Morning Break - \$9

- Mini Cinnamon Rolls
- Donut Holes
- Assorted Coffee Cake

Sugarloaf Deli Buffet - \$24

- Garden Salad
- Smoked Turkey, Roast Beef and Ham
- Cheddar, American and Swiss Cheeses
- Assorted Bread and Wraps
- Lettuce, Tomato, Onions, Pickles, Mayonnaise and Mustard
- House Made Chips
- Assorted Whole Fruit
- Chef's Selection of Assorted Desserts

Afternoon break - \$9

- Mini Cinnamon Rolls
- Donut Holes
- Assorted Coffee Cake

Dinner: Italian buffet - \$42

- Roasted Garden Vegetable Soup
- Caprese Salad
- Chicken Marsala
- Cheese Tortellini with Marinara or Alfredo Cream Sauce
- Vegetable Lasagna
- Grilled Vegetables
- Garlic Bread
- Tiramisu

****Service and gratuity not included in food pricing, 22% will be added**



SUGARLOAF®
Banquet Menu



Breakfast Buffets

All breakfast buffets include Assorted Chilled Juices, Freshly Brewed Carrabassett Valley Coffee and Assorted Teas.

The Birches

17

Minimum 15 Guests. Priced Per Person.

- Assorted Whole Fruit
- Assorted Muffins and Pastries
- Granola and Assorted Cereals
- Flavored Yogurts
- Bagels and Cream Cheese

Superquad

22

Minimum 25 Guests. Priced Per Person.

- Assorted Muffins and Pastries
- Sliced Fresh Fruit
- Granola and Assorted Cereals
- Flavored Yogurts
- Farm Fresh Scrambled Eggs
- Home Fries
- Breakfast Sausage
- Smoked Maple Bacon
- Toast and Bagel Station
- **ADD ON:** Live Action Omelete Station | 7

ELEVATE YOUR BREAKFAST BUFFET

Priced Per Person. Choice Of One:

- Waffles with Strawberry Compote | 5
- French Toast with Blueberry Compote | 5
- Pancakes | 5
- Corned Beef Hash | 7
- Biscuits and Gravy | 5
- Cheese Grits | 5

Please let your conference coordinator know of any dietary needs.



Breakfast Enhancements

Available only in addition to a pre-selected Menu. Minimum 25 Guests.

Bloody Mary Bar 11 per drink

Classic Housemade Bloody Mary Mix (Spicy and Mild)

- Vodka
- Pickled Vegetables
- Celery
- Bacon
- Stuffed Olives
- Pepperocinis
- Lemons
- Limes
- Assorted Spices and Hot Sauces

Mimosa Bar 11 per drink

- Assorted Juices
- Fresh Fruit Purees
- Prosecco
- Fresh Fruit Garnishes

Smoothie Station 7 per person

Server Attendant Included

- Yogurt
- Greek Yogurt
- Almond Milk
- Juices
- Fruits
- Vegetables





Take a Break

Minimum 15 Guests. Priced Per Person.

Sweet

Build Your Own Parfait 11

Traditional and Greek Yogurt • Granola
Fresh Seasonal Fruit • Dried Fruit and Nuts
Fresh Fruit Compote • Honey

Freshly Blended Smoothies 17

Chef's selectin of individual smoothies created with a variety of fresh fruits, berries, vegetables, yogurt, purees, honey, juice and garnishes.

Fried Dough 9

Whipped Cream • Caramel Sauce
Hot Fudge • Cinnamon & Sugar
Assorted Fruit Toppings

Throwback Indulgences 12

Rice Krispy Treats • Whoopie Pies
Cracker Jack style (*Carmel Corn*)
Old Fashioned Candy

Sweet Treats 11

Fresh Baked Cookies • Decedent Chocolate
Regular & Chocolate Milk • Brownies

From the Bakery 9

Mini Cinnamon Rolls • Donut Holes
Assorted Coffee Cake

Ice Cream Break 8

• Assorted Wrapped Novelty Ice Creams

Savory

Mediterranean Break 12

Hummus • Baba Ganoush • Pita Chips
Crudit  with dip

Create Your Own Trail Mix 9

Assorted Nuts • Dried Fruit • Assorted
Seeds • Savory Snacks • Variety of Sweets

South of the Boarder 9

Tortilla Chips • Queso • Guacamole
Street Corn Dip • Salsa

Popcorn and Pretzel Bar 13

POPCORN	PRETZEL BITES
• Variety of Sprinkle	• Spicy Mustards
• Seasonings	• Cheese Dip
• Assorted Candies	

11AM – 3PM



Lunch To Go

19

Minimum 10 Guests. Priced per Person.

Your choice of any three Sandwiches or Wraps below. All bagged lunches include potato chips, whole fruit, cookie, condiments, utensils and a bottled water.

Roast Beef & Cheddar Sandwich

Lettuce and Tomato

Turkey BLT Wrap

Bacon, Lettuce and Tomato

Ham & Swiss Sandwich

Lettuce and Tomato

Chicken Salad Wrap

Lettuce and Tomato

Veggie Wrap

Hummus, Roasted Red Peppers, Tabbouleh, Cucumber and Feta

Grilled Chicken Caesar Wrap

Romaine Lettuce, Parmesan Cheese, and Caesar Dressing

Plated Lunch



Minimum 25 Guests. Priced Per Person.

All Sandwiches include Granny Smith Apple Cole Slaw, House Made Chips, Chef's Choice of Dessert, Iced Tea or Lemonade, and Freshly Brewed Carrabassett Coffee and Assorted Teas.

Lobster Roll

Market Price

Turkey Club

19

Smoked Turkey, Lettuce, Tomato, Maple Bacon, Cheddar Cheese with a Basil Aioli.

Wraps (Choose one)

19

- Chicken Caesar
- Roast Beef,
- Smoked Turkey
- Ham
- Veggie with Hummus

Cobb Salad

21

Mixed Greens, Grilled Chicken, Maple Bacon, Avocado, Blue Cheese, Grape Tomatoes and Hard Boiled Egg.



Lunch Buffets

Minimum 25 Guests. Priced Per Guest.

All Buffets include Iced Tea or Lemonade, Fresh Brewed Carrabassett Coffee and Assorted Teas

Sugarloaf Deli 24

- Garden Salad
- Smoked Turkey, Roast Beef and Ham
- Cheddar, American and Swiss Cheeses
- Assorted Bread and Wraps
- Lettuce, Tomato, Onions, Pickles, Mayonnaise and Mustard
- House Made Chips
- Assorted Whole Fruit
- Chef's Selection of Assorted Desserts

Sugarloaf Salad 24

- Mixed Greens Garden Salad
- Roasted Vegetable Salad
- Mediterranean Pasta Salad
- Chicken Salad
- Tuna Salad
- Egg Salad
- Hummus
- Lettuce, Tomato, Onions, Pickles
- Assorted Breads and Wraps
- House Made Chips
- Assorted Whole Fruit
- Chef's Selection of Assorted Desserts

Sugarloaf Sandwich Board 25

- **Choice of 3 Pre-Made Sandwiches**
 - Pastrami, Arugula, White Cheddar, Onion, Mustard Jam
 - Turkey, Tomato, Avocado, Basil Aioli, Sprouts
 - Muffaletta; Salami, Mortadella, Capicola, Olive Spread, Provolone Cheese
 - Roast Beef, Dill Havarti, Pickled Onion, Arugula, Tomato, Deli Sauce
 - Buffalo Chicken, Tomato, Bacon, Bleu Cheese, Scallion Spread, Lettuce
 - Vegetarian; Baba Ganoush, Cucumber, Pickled Onion, Tabbouleh
- Broccoli Salad with Lemon Dressing
- Tomato, Cucumber and Quinoa Salad
- House Made Chips
- Chef's Selection of Desserts

From the Grill 26

- House Made Salt and Vinegar Chips
- Loaded Baked Potato Salad
- Garden Salad
- Watermelon
- Burgers
- **Choice Of One:**
 - Bratwurst with Sauteed Onions and Peppers
 - Kielbasa with Sauerkraut
 - Hot Dogs with Beef Chili



Lunch Buffets

Minimum 25 Guests. Priced Per Guest.

All Buffets include Iced Tea or Lemonade, Fresh Brewed Carrabassett Coffee and Assorted Teas

Mountainside BBQ 35

- Granny Smith Apple Cole Slaw
- Country-style Potato Salad
- BBQ Pulled Pork with Rolls
- Grilled Bone-In Chicken
Breasts, Thighs, Wings and Drumsticks
- Macaroni and Cheese
- Country-style Baked Beans
- Seasonal Vegetable
- Cornbread Muffins
- Maine Blueberry Crisp

The Timbers 38

- Fresh Melon Panzanella Salad
- Maine Seafood Scampi over Pasta
- Marinated Chicken and Vegetables
over Lemon Herb Orzo
- Vegetarian Lasagna
- Tri Colored Carrots
- Fresh Bread with Whipped Butter
- Lemon Blueberry Bread Pudding

Build Your Own Poke Bowl 32

- Broccoli Cabbage Salad
- Tuna Poke
- Choice of Bulgogi Beef or Chicken
- White Rice
- Steamed Edamame
- Seaweed Salad
- Kimchi
- Pickled Vegetables
- Lettuce Wraps
- Fried Peppers
- Fried Won Tons
- Assorted Hot Sauces
- Ginger Green Tea Tapioca Pudding

Add a Chef's Soup 5

- Chili (*Beef, Chicken White Bean or Vegetarian*)
- Lobster Bisque
- New England Clam Chowder
- Roasted Corn Chowder
- Curried Chicken Soup
(*Chicken, Apples and Rice in a Curry Broth*)



Dips & Displays

Charcuterie Board 250 | 25 people
365 | 50 people
Variety of Cured Meats, Cheeses and House Made Pickled Vegetables

Vegetable Crudité 100 | 25 people
150 | 50 people
Assorted Vegetables with Hummus and Ranch Dip

Mediterranean Crudité 160 | 25 people
250 | 50 people

- Hummus
- Tapenade
- Baba Ganoush
- Tabbouleh
- Assorted Grilled and Raw Vegetables
- Olive assortment
- Pita chips

Imported & Domestic Cheeses 175 | 25 people
250 | 50 people
Served with Assorted Crackers and Crostinis

Baked Brie Wheel with Seasonal Chutney 140 | 25 people
220 | 50 people
Served with Assorted Crackers and Crostinis

Coastal Seafood Display 380 | 25 people
A Variety of Fresh, Smoked and Cured Seafood, served with Spicy Cocktail Sauce and Mustard Aioli

Seasonal Fruit Display 150 | 25 people
225 | 50 people
Selection of Fresh Fruit and Berries

House Made Chips and Spreads 65

- Caramelized Onion & Bacon
- Smoked Trout
- Pimento Cheese

Maine Crab Dip 135
Served warm with Pita Crisps

Roasted Buffalo Chicken Dip 110

Buffalo Chicken and Blue Cheese, served warm with Pita Crisps

Spinach & Artichoke Dip 90
Served warm with Pita Crisps



Cold Hors D'oeuvres

Priced per 25 Pieces.

<i>Vegetable Antipasto Skewers</i>	85	<i>Rare Tenderloin of Beef on a Toasted Baguette</i>	250
<i>Prosciutto Wrapped Fruit</i>	85	Served with Horseradish Cream Sauce	
<i>Assorted Crostinis</i>	85	<i>Seared Tuna</i>	
• Bruschetta		<i>Cucumber Rounds</i>	100
• Tuna Poke		Served with Wasabi Sauce	
• Curried Hummus with Pickled Onion & Tabbouleh		<i>Sriracha Deviled Eggs</i>	50
<i>Grilled Shrimp</i>		<i>Chilled Jumbo Shrimp</i>	100
<i>Wrapped in Maple Bacon</i>	150	Served with Spicy Cocktail Sauce	

Hot Hors D'oeuvres

Priced Per 25 Pieces.

<i>Lobster Corn Fritter</i>	190	<i>Maine Crab Cakes</i>	160
Topped with Jalapeño Aioli		with Remoulade	
<i>Chicken Lolipop</i>	130	<i>Jumbo Scallops</i>	160
Topped with Blueberry Maple Bourbon Glaze		Wrapped in Bacon with a Maple Glaze	
<i>Asparagus and Blue Cheese Tart</i>	90	<i>Sicilian Arancini</i>	130
Served with with Port Reduction		Stuffed with Asiago Cheese	
<i>Sweet Sausage Stuffed Cremini Mushrooms</i>	95	<i>Pot Stickers</i>	75
		Served with Ginger Sauce	
<i>Crabmeat Stuffed Cremini Mushrooms</i>	135	<i>Crab Rangoons</i>	90
		<i>Vegetarian Spring Rolls</i>	90
<i>Spanikopita</i>	90	Served with Duck Sauce	
Flaky Pastry with Spinach and Feta Cheese			



Plated Dinner

Minimum 25 Guests. Priced per Person.

Includes one entrée selection and one vegetation option. For groups of 50 or more, guests may select two entrée sections and one vegetarian option. All Dinners include choice of Garden Salad, Spinach Salad or Caesar Salad. All plated entrees come with Chef's Choice of Side, Seasonal Vegetable, Dessert, Freshly Brewed Carrabasset Coffee and Assorted Teas.

Baked Stuffed Haddock 39

With Seafood Stuffing and Lemon Herb Compound Butter

Honey Orange Glazed Salmon 40

Red Cabbage Carrot Slaw

Grilled Swordfish 45

Blood Orange Beurre Blanc, Candied Citrus and Tarragon

Surf and Turf 65

Petite Filet with Bernaise Sauce and Lobster Tail with Lemon Butter

Grilled Bistro Steak 42

Garlic Tomato Confit and Blue Cheese Sauce

Beef Tenderloin 52

Pancetta Leek Ragout and Fried Leeks

Cinnamon Cumin Roasted Pork Tenderloin 36

Roasted Peaches

Caprese Statler Chicken 39

Stuffed with Tomatoes, Shallots, Basil and Mozzarella finished with Balsamic Reduction Drizzle

Tuscan Statler Chicken 39

Creamy Spinach, Mushroom, and Sundried Tomato Filling with Pan Sauce and Crispy Prosciutto Flakes

Polenta 30

with Roasted Vegetable Ragout and Shaved Parmesan

Poblano Pepper 32

Stuffed with Spanish Rice over a Warm Black Bean and Tomato Succotash with an Avocado Crema

Dinner Buffets

Minimum 25 Guests. Priced Per Person.

All Buffets include Fresh Brewed Carrabassett Coffee and Assorted Teas

*Maine Lobster Bake** *market price* *Carrabassett** 39

- Garden Salad
- Clam Chowder
- One Pound Maine Lobster per Guest
- Steamed Mussels
- Roasted Red Potatoes
- Corn on the Cob
- Grilled Sirloin Steak
- Cornbread Muffins
- Mountain Wild Berry Shortcake

- Garden Salad
- Choice of 2: Smoked Beef Brisket, Pulled Pork, Smoked Pulled Chicken or Kielbasa with Assorted Housemade BBQ Sauces
- Apple Jalapeno Slaw
- Smoked Gouda Macaroni and Cheese
- Baked Beans with Maple Bacon
- Seasonal Vegetable
- Maple Corn Bread with Whipped Butter
- Maine Blueberry Crisp with Cinnamon Whipped Cream

Italian 42 *Reggae Caribbean** 42

- Roasted Garden Vegetable Soup
- Caprese Salad
- Chicken Marsala
- Cheese Tortellini with Marinara or Alfredo Cream Sauce
- Vegetable Lasagna
- Grilled Vegetables
- Garlic Bread
- Tiramisu

- Spicy Arugula Salad
- Jamaican Jalapeño Slaw with Grilled Fruit
- Marinated Jerk Chicken
- Roast Pork Loin with Fruit Chutney
- Coconut Shrimp
- Red Beans and Rice
- Charred Caribbean Street Corn
- Spiced Rum Cake with a Banana Glaze

Mountain 48 *Valley* 42

- Classic Caesar Salad
- Roasted Corn Chowder
- Maple Glazed Salmon
- Maple Bourbon Marinated Tenderloin Tips
- Roasted Red Potatoes
- Green Beans in a Brown Butter Sauce
- Artisan Breads
- Chef's Choice of Dessert

- Spinach Salad
- Hungarian Mushroom Soup
- Tuscan Chicken
Creamy Spinach, Mushroom, and Sundried Tomato Filling with Pan Sauce and Crispy Prosciutto Flakes
- Bistro Steak
with grilled onions, tomatoes and a horseradish demi
- Maple Bacon Brussels Sprouts
- Roasted Tri-Color Potatoes
- Artisan Breads
- Chef's Choice of Dessert

*Optional Outdoor Grilling Station for \$75

Hosted Bar



Standard

Beer & Wine Only

Package includes an assortment of beers and house wines. limit 4 hours.

Option to add two Signature Drinks for an additional \$5, if hosted.

18 | First Hour

13 | Additional Hours

Deluxe

House Liquor, Beer & Wine

Package includes house liquor, an assortment of beers, and house wines. Limit 4 hours.

23 | First Hour

15 | Additional Hours

Premium

Premium Liquor, Beer & Wine

Package includes premium liquor, an assortment of beers and choice of four premium wines. Limit 4 hours

30 | First Hour

18 | Additional Hours

Under 21

Non-Alcoholic

Package includes an assortment of juice and soda.

5 | First Hour

3 | Additional Hours

On Consumption

A \$150 bartender fee will be assessed for all cash or sponsored bars if sales do not exceed \$500.

	HOUSE	PREMIUM
Cocktails	12	14
Wine by the Glass	10	12
Domestic Beer	7	•
Craft Beer	Price Varies	•



Beverage Selection

Including, but not limited to:

Beer

- Bud Light
- Michelob Ultra
- Seasonal Maine Microbrews
- Downeast Cider
- Twisted Tea
- Seasonal Seltzer

Wine

HOUSE

- Pinot Noir
- Cabernet Sauvignon
- Sauvignon Blanc
- Chardonnay
- Prosecco
- Rose

PREMIUM

- Cabernet Sauvignon
- Pinot Noir
- Sauvignon Blanc
- Pinot Grigio
- Chardonnay
- Prosecco
- Rose

Non Alcoholic

- Coke
- Diet Coke
- Sprite
- Ginger Ale
- Ginger Beer
- Lemonade
- Cranberry
- Orange Juice
- Pineapple Juice
- Tonic Water
- Soda Water

Liquor

HOUSE

- Tito's
- Tanqueray
- Jack Daniels
- Jim Beam
- Jameson
- Bacardi
- Malibu
- Captain Morgan
- Dewar's
- Hornitos

PREMIUM

- Ketel One
- Bombay Sapphire
- Casamigos
- Chivas Regal
- Maker's Mark
- Kahlua
- Bailey's



Guarantee Policy

Sugarloaf requires that all menus be submitted to our Catering & Conference Service Manager at least three weeks prior to your function. A final guarantee is required five working days prior to the event. This guarantee or the actual number served, whichever is greater, will be the number for which you will be charged. The Sugarloaf kitchen will prepare food for 5% above the guaranteed guest count. Should the number in your party change considerably, we reserve the right to move your group to a more appropriately sized room or location.

All food and beverage served at Sugarloaf must be prepared and served by resort staff. No outside food or beverage can be brought to a resort function (the exception is made for wedding cakes prepared by a licensed food service professional).

Dining

Buffet tables are replenished frequently to maintain a quality appearance and provide each guest with every selection. Buffets are priced for 90-minute duration only. At the conclusion of each buffet function, all food and beverages (with the exception of wedding cakes) become the property of Sugarloaf Resort and cannot be taken from the banquet function.

Due to the delicate preparation involved with food service, Sugarloaf shall not be responsible for food quality, should meal periods be delayed by the customer in excess of 30 minutes beyond the pre-arranged mealtime.

Functions served with less than the required minimum attendance of 25 people will be charged a per guest surcharge up to the 25 people minimum required. Plated options are suggested for groups this size. Small group menus are available, please ask your Conference Service Manager.

Security & Engineering

The Resort cannot assume responsibility for damage or loss of personal property or equipment left in any meeting or banquet room. The Resort may require additional security staff for event functions. Your Conference Service Manager can assist you with these arrangements.

Décor

We are ready to assist you with all décor. Caution is requested when attaching items to walls, doors, or ceilings. No nails, pins, or tacks of any sort may be used. Please notify us of your needs so we can assist you with the installation and the materials needed to do so. Any damages due to careless decorating will be the group's responsibility.

Pricing

A maximum of two entrées per plated event will be allowed, with the exception of any special dietary requirements. We require counts on each entrée and any special dietary requirements three working days in advance. If a selection with a minimum is chosen for groups with less than that minimum, the minimum price still holds. For example, a group with 10 guests requesting a menu with a minimum of 15 will be charged for 15 guests. All food and beverage functions are subject to a 19% service charge and the prevailing Maine state tax. Prices are subject to change.

Room Charges

Specific requirements for the set up of a room, which include Audio Visual, must be confirmed a minimum of 72 hours prior to your event. Changes made to pre-arranged set up plans within 72 hours of the event are subject to a \$100 room change fee, per room.

Group Shipment

All boxes sent before the conference, must be labeled to the attention of the Conference Services Manager with the recipient's name, group affiliation and event date. The resort cannot receive any materials prior to seven days before arrival. Shipments received before that date are subject to an additional storage fee of \$5.00 per box, per day.

Service Fees & Taxes

All prices are subject to a 19% service charge and applicable state and local taxes. Current state sales tax is 8% and is subject to change without notice.

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Sales Manager
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
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