



# Colorado Mountain College

## COLORADO MOUNTAIN COLLEGE

**Invitation to Bid  
Number 377-07**

*Deep cleaning of Alpine Campus Dormitory*  
(Steamboat Springs, CO)

**Due:**  
Friday, April 10, 2007  
At close of Business

**Deliver to:**  
Colorado Mountain College  
Attn: Sam Skramstad, Purchasing Manager  
831 Grand Avenue  
Glenwood Springs, CO 81601

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COLORADO MOUNTAIN COLLEGE  
INVITATION TO BID  
MARCH 19, 2007

Alpine Campus Dorm Deep Cleaning

**I. INTRODUCTION**

Colorado Mountain College (CMC) is a two-year public college established in 1967, and includes three residential campuses and four commuter campuses. The Colorado Mountain College District covers all or part of six counties in north central Colorado, encompassing 12,000 square miles.

Colorado Mountain College (CMC) is requesting bids from qualified firms and/or individuals to deep clean the College Dormitories at the Alpine Campus, 1330 Bob Adams Road, Steamboat Springs, CO 80487, **beginning May 11, 2007** and ending **June 6, 2007**. The college desires to award a renewable contract.

The following is the scope of work:

**Cleaning order for Alpine Campus Residence Hall rooms:**

1<sup>st</sup> floor rooms  
2<sup>nd</sup> floor rooms  
3<sup>rd</sup> floor rooms

\*Rooms *not* to be cleaned – Lounges, Multi-Purpose Room, Hallways, ACSL apartment, laundry rooms

Residence Hall Deep Cleaning:

**Bathroom:**

Shower, including fiberglass and shower fixtures  
Shower curtains – dispose (leave rings)  
Drain (use special enzyme to remove hair, etc)  
Trashcan  
Sink  
Toilet  
Floor (extending into the hallway)  
Ceiling  
Light fixtures  
Shelving  
Vanity below sink  
Walls  
Mirror

Entry light fixture and fixture near mirror  
Closet unit (wardrobe area)  
Dresser (inside and out )  
Closet rods  
Cubby shelves, surfaces and walls  
Wash inside of window  
Wash window ledge and dust blinds  
Trashcan  
Walls (wash - if needed)  
Dust Blinds

**General Room: Beds and Desks:**

Adjust beds to “normal” height (TBD)  
Exterior and interior surfaces of desk including drawers  
Wood Chairs

**Doors:** (Both hallway and bathroom doors)

Remove writing, residue from dry erase boards  
Clean doorframes

**Carpet:** Light vacuum

**Entryway:**

Closets and Cubbies  
Clean handles  
Peepholes  
All Formica surfaces  
Clean mirror

### **Pre-bid Meeting**

**Date:** Monday, March 26, 2007

**Time:** 10 AM

**Location:** Hill Hall Foyer

Time frame on subsequent year's contracts may vary.

Note: An inspection will be done by CMC staff at the completion of the cleaning and the contractor will be given additional days to cure the shortcomings. Failure to remedy the shortcomings will result in liquidated damages to be determined on the contract. Contract details will be negotiated at the time of bid award.

**Bid due Date is April 10, 2007, at close of business**

### **TERMS & CONDITIONS**

1. Submittal Instructions: All bids must be delivered to:  
Colorado Mountain College  
Attn: Sam Skramstad, Purchasing Manager  
831 Grand Avenue  
Glenwood Springs, CO 81601

With a copy to :  
Colorado Mountain College  
Attn: Lynda Pruitt, 870-4458  
Alpine Campus  
Steamboat Springs, Co. 80487

Please submit a list of references for similar projects your firm has completed in the past. Attach this list to the signature page.

2. Withdraw Proposal: You may withdraw your bid at any time prior to the date and time set for closing.
3. Discussions/Negotiations: CMC reserves the right to conduct discussions with bidders, and to accept revisions of bidders prior to the closing date and time, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding bid submittals. Upon the execution of a contract, the bids will become public record and contents will be disclosed upon request.
4. Award: The award shall be made to the responsible bidder whose bid is determined to be the most advantageous to CMC based on the evaluation factors described in the Invitation to Bid. Price, although a consideration, may not be the sole determining factor.
5. Proprietary Information: If you are submitting any information you consider to be proprietary, you must clearly mark it "Proprietary Information." If the

Purchasing Manager concurs, this information will not be considered public information. Pricing information cannot be considered proprietary.

6. Minority/Women-Owned Businesses: No provision is made for minority nor women-owned businesses. It is, however, the policy of the CMC Purchasing Department to make a special effort to solicit and encourage minority and/or women-owned business participation for purchases or contracts.
7. Protests: Any actual or prospective bidder, offeror, contractor, or citizen who is aggrieved in connection with the solicitation or award of a contract may protest in writing to the Purchasing Manager. A protest shall be submitted within three (3) working days after the aggrieved person knows or reasonably should have known of the facts giving rise to the protest. Protest procedure time limit may be extended upon mutual agreement of the Purchasing Manager and the aggrieved party.

Protestors may file a protest on any phase of solicitation, bid, proposal, or award, including but not limited to procedure, specification, or award.

The written protest shall include, as a minimum, the following:

- The name and address of the protestor
- Appropriate identification of the procurement
- A statement of the reasons for the protest
- Any available exhibits, evidence, or documents substantiating the protest.

The Purchasing Manager shall provide a written determination to the protestor within three (3) working days after receiving all relevant requested information. In the event that such written response from the Purchasing Manager sustains the prior position of the College, the protestor may resubmit the protest to the Vice President of Administrative Services within three (3) working days after receipt of the written ruling by the Purchasing Manager. Both response and appeal procedure time limits may be extended upon mutual agreement.

8. Contract: The successful bidder is expected to enter into a standard contract with Colorado Mountain College. One year term with two one year renewals
9. Signature Block: All bids must be signed by an authorized agent of your firm. Any firm or individual submitting a signed bid shall be deemed to have read and understood all the terms, conditions, and requirements of this Invitation to Bid.
10. Indemnification: The successful bidder shall indemnify and save CMC harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the bidder in conjunction with its contractual obligations including, but not limited to, obligations for the

preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

11. Insurance: The successful bidder shall furnish the CMC Purchasing Department with a Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the bidder. "Colorado Mountain College" shall be named as an additional insured. The bidder shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
12. Refusal: CMC reserves the right to refuse any and/or all bids, or any part thereof.
13. Independent Contractor: It is expressly understood and agreed that the Contractor shall at all times be, and perform the activities and services under this Agreement as an independent contractor, and neither the Contractor nor any of its agents or employees shall in any way or at any time be or become or be deemed an employee of the College. **IT IS FURTHER EXPRESSLY UNDERSTOOD AND AGREED THAT AS AN INDEPENDENT CONTRACTOR, THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THE CONTRACT RELATIONSHIP.**
14. Illegal Aliens. By submitting a bid, the bidder certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of bid submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
15. Limitation of Multiple-Fiscal Year Obligations. All financial obligations of Colorado Mountain College(CMC) under this contract subsequent to the fiscal year in which signed is contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4)(b) of the State Constitution(Amendment 1).

## SIGNATURE BLOCK

*Note: Please return this page with each copy of your bid.*

The undersigned, an authorized agent of his/her company, hereby certifies:

- ( ) familiarization with all terms, conditions, and specifications herein stated,
- ( ) vendor is qualified to perform work and services as bid,
- ( ) that the bid is valid until \_\_\_\_\_ (date).

**BID PRICE \$** \_\_\_\_\_

**OPTIONAL CARPET BID \$** \_\_\_\_\_

**CREW SIZE** \_\_\_\_\_

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Employer ID Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Is Company a Corporation?

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Web Site, if available

\_\_\_\_\_  
Email Address, if available