

COLORADO MOUNTAIN COLLEGE



Request for Proposal Number #452-10

Spring Valley Campus Cleaning Contract

Due:

March 4, 2010 at 4:00 pm Mountain Time

Buyer:

Steve Boyd

Purchasing and Contracts Manager

831 Grand Avenue

Glenwood Springs, CO 81601

sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #452-10
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I. INTRODUCTION

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

Colorado Mountain College (CMC) is inviting qualified firms and/or individuals to bid on a contract to clean a portion of our Spring Valley Campus facilities, 3000 County Road 114, Glenwood Springs, Co. 81601, in the spring and summer of 2010. There are two separate but related projects:

1. An annual deep clean for the college dorms that will occur between May 24th and June 4th 2010;

Residence hall rooms, including showers, fixtures, shower curtains, hair and other obstacle removal from drains, trash cans, sinks, toilets, floors (clean and wax), ceilings, walls, light fixtures, hallways, windows and blinds, mirrors, doors, frames, Formica and other counter surfaces, furniture, shelving, beds (disassemble, clean, sanitize and reassemble), interior and exterior surfaces of desks and dressers. Contract may include common areas based upon instructions provided at the pre-proposal walkthrough.

2. A cleaning contract to provide service to rooms and other facilities during the summer after conference groups have utilized campus facilities;

First cleaning to occur on June 10th and last to occur on or about August 8th. Approximately ten cleanings will be needed in this time period. Schedule will be available by May 1st for the summer. Additional cleaning services may be needed with approximately three days notice throughout that time frame.

A mandatory pre-proposal walkthrough will be scheduled for this project as detailed below. During that walkthrough we will endeavor to answer as many questions as possible and specifically define the scope of work. An Addendum will be issued that will include college responses to any unanswered questions along with a more defined scope of work.

Firms may elect to bid on one or both projects. This will not be an "all-or-none" award. However, at the discretion of the Selection Committee, preference may be given to those responders that are able to handle both pieces of this project.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Should the due date for proposals be changed, all prospective proposers shall be notified. All times are Mountain.

REQUISITION STEP	DATE	TIME
ISSUE DATE	01-26-2010	
MANDATORY PRE-PROPOSAL MEETING	02-11-2009	10:00 AM
DEADLINE FOR QUESTIONS AND CLARIFICATIONS	02-18-2010	4:00 PM
ADDENDUM RELEASED WITH ANSWERS TO SUBMITTED QUESTIONS	02-25-2010	
PROPOSAL DUE DATE	03-04-2010	4:00 PM
SELECTION COMMITTEE MEETING (SUBJECT TO CHANGE)	TBD	
TARGET DATE OF CONTRACT TENTATIVE AWARD	03-11-2010	
CONSTRUCTION WINDOW (IF APPLICABLE)		

III. INSTRUCTIONS TO PROPOSERS

- All information related to this Proposal will be posted in the Current RFP section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. This location will hold the most current and accurate documentation and information available for this solicitation. Please always look to this link for answers to your questions.
- Qualified and interested firms must have a representative present to attend a mandatory pre-proposal walk-through at the time listed above. CMC endeavors to provide a fair distribution of information to all Proposers. Therefore this meeting will start promptly at the scheduled time and late arrivals will not be permitted access, so please allow time for travel, weather and other uncertainties. The location will be at our Spring Valley Campus at the address above. We will gather in the cafeteria in the Student Services building. The college will only respond to questions and clarifications submitted by attendees after this date.
- Proposing firms must submit the following for its Proposal to be considered:
 - Proposal Sheet
 - Signature Block
 - List of sub-contractors likely to be involved, if any
 - At least three professional references for recently completed, similar work
- After attending the pre-proposal meeting referenced above, qualified and interested firms may submit questions to the Buyer at the email address on this solicitation's cover page. Responses to these questions will be distributed as an Addendum and posted to the Purchasing website.
- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain Bidnet to generate awareness and collect responses. Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified proposal. Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting your Proposal. CMC will only consider submittals that have been placed successfully with Bidnet PRIOR TO CLOSING, there are no exceptions to this. Proposers may contact Rocky Mountain Bidnet staff or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your Bidnet experience. Please note that the CMC Purchasing website will contain all information related to this project. **CMC utilizes BidNet ONLY TO LAUNCH THIS RFP AND TO ACCEPT RESPONSES. Addendums, time changes and other information may not be posted to BidNet, but will be found on the Purchasing Department's webpage.**
- No bid bond is required for this project. Performance and payment bonds will be a requirement of the contract at the discretion of the College Contracts Manager, and always for construction projects of more than \$100,000 in value.
- Questions and comments regarding the proposal process may be directed to:
 - Steve Boyd, Purchasing and Contracts Manager
 - Phone (970) 947-8402
 - sboyd@coloradomtn.edu

Please note that requests for information that is posted on the Purchasing website will not be answered.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the college. This Request for Proposal encourages you to submit value engineered ideas and suggestions as part of your submittal. Specifically, the selection committee will select the winning proposer based on the following criteria in no order of importance:

- A. Quality of submittal
- B. Company experience, including previous experience with the college
- C. Price
- D. References
- E. Qualification of sub contractors

Note: All CMC Selection Committees may consider any Proposer's geographic location and prior experience with the college as additional selection criteria in award decisions.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to BidNet.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the college Purchasing website upon award.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.

- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than the number of qualified proposals the college received and the name of the Proposer.
- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, may not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.
- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer 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.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force 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 Proposer. “Colorado Mountain College” shall be named as an additional insured. The Proposer 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.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal 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.
- N. *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 are 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).

VI. SIGNATURE BLOCK

Note: Please return this page with your proposal.

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

- () the receipt of _____ addendums,
- () familiarization with all terms, conditions, and specifications herein stated,
- () vendor is qualified to perform work and services as proposal,
- () that the proposal is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc?)

Official EMAIL Address

Web Site, if available

Solicitation Number (from cover page)