

COLORADO MOUNTAIN COLLEGE



**Request for Proposal
Number #454-10**

Office Supplies and Janitorial Products

Due:

Stage One March 15, 2010 at 4:00 pm Mountain Time

Stage Two April 22, 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 #454-10
Office Supplies and Janitorial Products

I. INTRODUCTION

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

The College purchases a significant quantity of Office Supplies and Janitorial/Sanitation products. We are currently seeking a vendor(s) to partner with in procuring these products and any related services.

This RFP is organized in two stages:

- **Stage One** asks Vendors to present their qualifications by responding to Addendum 001. Addendum 001 will launch the same day as the RFP and will consist of an Excel spreadsheet that provides a listing of requested information. We will post both an Excel version that you can populate electronically and submit as an Excel file, and a PDF version that you can print, scan and upload as a PDF. Please choose one or the other, you do not need to submit both. **This submittal is mandatory. Firms not offering a response to Addendum 001 by the due date will not be able to submit a qualified response in Stage Two.**

Upon review of those responses, the College will prepare and post Addendum 002. That addendum will provide detailed instructions and a mechanism to submit your Proposal. Information including total College estimated spend, a listing of highest volume products and minimum product/performance standards will be included. Firms will have two weeks from the date Addendum 002 is posted to request additional information from the College. Those requests will be collected and addressed, and the questions with answers will be released as Addendum 003.

- **Stage Two** will be your formal response to the RFP and will become the basis of the selection of shortlisted vendors. The College expects approximately 3-5 vendors will make the shortlist. However, that list may be longer or shorter at the discretion of the Selection Committee. Shortlisted candidates will have the opportunity to interview with the Selection Committee before any contract is awarded. CMC may award more than one contract.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

REQUISITION STEP	DATE	TIME
ISSUE DATE	02-18-2010	4:00 PM
ADDENDUM 001 RELEASED	02-18-2010	4:00 PM
REQUEST FOR QUALIFICATIONS DUE (RFQ) - MANDATORY	03-15-2010	4:00 PM
ADDENDUM 002 RELEASED	03-18-2010	4:00 PM
REQUESTS FOR INFORMATION FROM VENDORS DUE – NON-MANDATORY	03-25-2010	4:00 PM
ADDENDUM 003 RELEASED (IF NECESSARY)	04-08-2010	4:00 PM
REQUEST FOR PROPOSALS (RFP) DUE - MANDATORY	04-22-2010	4:00 PM
SHORT LIST OF VENDORS ANNOUNCED	05-06-2010	4:00 PM
INTERVIEWS OF SHORTLISTED CANDIDATES	WEEK OF 05-09-2010	TBD
TARGET AWARD DATE (SUBJECT TO CHANGE)	05-20-2010	4:00 PM

III. INSTRUCTIONS TO PROPOSERS

- This Proposal is expected to be highly competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.
- All information related to this Proposal will be posted in the Bids, RFP's... section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. Please click on "Bids, RFP's..." and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.
- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. However, inquiries seeking information that is already posted on the College website will not be answered. Please do not contact other College personnel or Selection Committee members directly regarding this solicitation. Any attempt to do so may result in disqualification.
- 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 response for both Stage One and Stage Two. 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 responses. 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 directly 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. Updates and other information may or may not be posted to BidNet, the CMC Purchasing website listed above is the official venue for information.
- No bid bond is required for this project.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the College. This will not be an “all-or-none” award. At the discretion of the Selection Committee, preference may be given to those responders that are able to provide office supplies AND janitorial products to the College. The Selection Committee may also, at its discretion, give preference to firms that are able to service many or all of our campuses and administrative locations.

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. Pricing
- D. References
- E. Environmental policy and “Green” initiatives
- F. Delivery capability
- G. Ease of ordering for the end user

Criteria may be modified in subsequent Addendums.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee.
- 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. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.
- 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 (in some cases) 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, will 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 that will include the College’s standard terms and conditions attached to all purchase orders.
- 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)