



Request for Proposal Number #504-11

Carpet and Installation at 802 Grand Avenue, Glenwood Springs

Due:

June 23, 2011 at 4:00pm

Buyer:

Steve Boyd

Purchasing and Contracts Manager

831 Grand Avenue

Glenwood Springs, CO 81601

sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #504-11
Carpet and Installation at 802 Grand Ave in Glenwood Springs

I. INTRODUCTION

Colorado Mountain College is requesting proposal from qualified firms to procure and install carpeting in our building at 802 Grand Avenue in Glenwood Springs, Colorado. Square footage for the job is estimated to be between 20,000 and 25,000 square feet. Specifications are included in Addendum 001.

There will be a mandatory pre-bid meeting on June 16, 2011 at 1:00 pm for interested parties. Anyone not having a representative in attendance at this meeting will be unable to submit a qualified response. Firms may acquire their own measurements at this time. Attendees may also ask questions during this meeting or email those questions to CMC per the bid instructions by 4:00 pm on June 17, 2011. All questions will be answered in an addendum posted to the website at www.coloradomtn.edu/purchasing no later than 4:00 pm on Monday, June 20.

We expect to award this contract by June 24, 2011 and the installation window is estimated to be somewhere between August 1 and October 31, 2011.

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 for RFP 504-11 CARPET AND INSTALLATION AT 802 GRAND AVE IN GLENWOOD SPRINGS	DATE	TIME
ISSUE DATE	05-27-2011	4:00 PM
MANDATORY PRE-BID JOB WALK AT 802 GRAND AVENUE	06-16-2011	1:00 PM
DEADLINE FOR QUESTIONS AND REQUESTS FOR INFORMATION	06-17-2011	4:00 PM
ADDENDUM RELEASED WITH ANSWERS TO OUTSTANDING QUESTIONS (IF NECESSARY)	06-20-2011	4:00 PM
REQUEST FOR PROPOSALS (RFP) DUE	06-23-2011	4:00 PM
TARGET AWARD DATE (SUBJECT TO CHANGE)	06-24-2011	4:00 PM

III. INSTRUCTIONS TO PROPOSERS

- CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow all of 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 proposing firms must have a representative present at 802 Grand Avenue to walk the building with the facilities department at CMC. Please note the starting time of this job walk in the timeline on the previous page. Firms or individuals arriving late (even one minute late) will NOT be able to walk the property and will be ineligible to submit a bid. We will gather in the lobby.
- Proposing firms must submit the following for its Proposal to be considered:
 - If no Proposal Sheet is posted you may submit your proposal in a Word, Excel or pdf (or other recognized file format) to the Rocky Mountain e-Procurement website; please separate your pricing into categories if possible for:
 - # of square feet
 - Cost per square foot
 - Cove base feet
 - Cost per foot of cove base
 - Adhesive price
 - Freight, if applicable
 - Installation of carpet
 - Installation of cove base
 - Stairs (may be bid all as one total)
 - Other costs (please identify)
 - Signature Block
 - At least three professional references for recently completed, similar work, preferably local or within the college district
 - Confirmation of ability to meet delivery and installation window as early as August 1, 2011

You may submit multiple design ideas and budgets for this project at your discretion.

- 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. Rocky Mountain Bidnet may not contain the most recent addendums and/or other information related to this project.
- 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. Answers will be posted to the college website and may not appear on Rocky Mountain e-Procurement, or any other platform by the date indicated in the timeline. 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 this project. 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. 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 and other indications of qualification
- C. Pricing
- D. References

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)