



Colorado Mountain College

Bogue Hall Cleaning Contract

Invitation to Bid

Number # 371-07

Due: February 12, 2007

At close of business

Deliver to:

Colorado Mountain College

Attn: Sam Skramstad, Purchasing Manager

831 Grand Avenue

Glenwood Spgs CO 81601

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COLORADO MOUNTAIN COLLEGE
INVITATION TO BID #371-07
BOGUE HALL JANITORIAL SERVICE
ISSUE DATE : JANUARY 22, 2007

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 provide janitorial services for the Bogue Hall Building at the CMC Alpine Campus in Steamboat Springs, Co.

BID SPECIFICATIONS

See attached list of required services and frequency.

Notification of award will be February 16th, 2007

A mandatory pre-bid meeting is scheduled on February 1, 2007 at 11:00 AM. At 1370 Bob Adams Dr, Steamboat Springs, Co. Contact Steve Hoots , Physical Plant Manger for site related questions. 970-870-4442..

II. TERMS & CONDITIONS

1. Submittal Instructions: All bids must be delivered to:

Colorado Mountain College
Attn: Sam Skramstad, Purchasing Manager
831 Grand Avenue
Glenwood Spgs CO 81601
Fax: (970)947-8324

on or before the close of business, February 12, 2007. Bids should be submitted in a sealed envelope. Confidentiality of bids submitted by fax cannot be guaranteed. Electronic bids may be submitted to

sskramstad@coloradomtn.edu

A copy must be sent to Steve Hoots, Physical Plant Manager, 1330 Bob Adams Dr, Steamboat Springs, Co. 80487

2. Copies: Original bids must be submitted.

3. Withdraw Proposal: You may withdraw your bid at any time prior to the date and time set for closing.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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 procurements, a statement of the reasons for the protest and 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.

9. Contract: The successful bidder is expected to enter into a standard contract with Colorado Mountain College.
10. 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.
11. 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.
12. 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.
13. Refusal: CMC reserves the right to refuse any and/or all bids, or any part thereof.
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 Page and Bid Sheet

III. SIGNATURE BLOCK

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

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

- () the receipt of _____ amendments,
- () 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).

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

Bid for service _____ **monthly**

Level of Service required

Services, Bogue Hall, CMC Alpine Campus

General Services	Daily	Weekly	Monthly	Quarterly
Vacuum carpeted hall, classrooms and common areas	X			
Empty trash in Common areas, classroom, kitchen, bathrooms	X			
Insert liners in trash containers	X			
Sweep building entry ways-resilient floors	X			
Mop building entry ways-resilient floors		X		
Spot clean spills and stains on carpeted floors	X			
Spot clean spills and resilient floors	X			
Vacuum tenant offices		X		
Shampoo carpets in tenant offices				Annually
Clean window sills, blinds and light diffuser			X	
Shampoo carpets in common areas				X
Transport recycled materials from 1st floor collection site to 2nd floor	X			
Move recycled material outside to collection site		X		
Clean windows in public areas			X	
Wipe and sanitize table tops in public areas including classrooms		X		
Dust window sills, chair rails, baseboards and door frames			X	
Washrooms				
clean, sanitize all horizontal surfaces	X			
Clean, sanitize and polish all vitreous fixtures	X			
Clean all Glass and Mirrors		X		
Refill all dispensers to Normal Limits	X			
Spot clean all walls, doors and partitions		X		
Sweep, mop and sanitize hard floors	X			
Clean showers on 2nd floor		X		
Windows				
Clean exterior windows				Annually
Clean the interior of exterior windows				Semi-annual
Kitchen and utility closets				
Clean and sanitize horizontal services			X	
Clean and sanitize refrigerators and microwaves			X	
Clean and sanitize kitchen and utility closet flooring			X	
Miscellaneous				
Arrange classroom furniture in orderly fashion	X			
Ensure air conditioner/heater is adjusted to set parameters	X			
Lock doors at 10:00 each evening	X			
Move paper from Bristol Hall to Bogue Hall copy room as needed		X		