



Colorado Mountain College

COLORADO MOUNTAIN COLLEGE

**Invitation to Bid
Number 399-08**

Deep cleaning of Spring Valley Dorms

Due:
April 25, 2008
At close of Business

Deliver to:
Colorado Mountain College
Attn: Linda Ouellette, Procurement Specialist
831 Grand Avenue
Glenwood Spgs CO 81601

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COLORADO MOUNTAIN COLLEGE

INVITATION TO BID

APRIL 1, 2008

Spring Valley 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 Spring Valley Campus, 3000 County Road 114, Glenwood Springs, Co. 81601, beginning May 8, 2008 and ending May 19, 2008.

II. Scope of Work

Cleaning order for Spring Valley Residence Hall rooms:

1st rooms to be cleaned starting Monday, May 8th - 116 and 330

2nd rooms to be cleaned-CLETA (1st South) – 110-129

Then move to the rooms on the third floor and work your way down to 1st West

*Rooms *not* to be cleaned - (Lounges) 119, 143, 219, 243, 319, 343, 216, 316, 108 (Asst. Coord. Apt.) or 202-203 (RLA Suite).

Residence Hall Deep Cleaning:

Bathroom:

Shower, including fiberglass and shower fixtures

Shower curtains – take down and replace after CMC custodian cleans

Drain (use special enzyme to remove hair, etc)

Trashcan

Sink

Toilet

Towel Rods

Floor, Cove base, wax floor

Ceiling

Light fixtures

Shelving

Vanity (sink countertop & fixtures)

Cabinet below sink

Walls

Mirror

Doors: (Both hallway and bathroom doors)

Remove writing, residue from dry erase boards, stickers, goo, etc

Clean doorframes

Disinfect/clean door handles interior & exterior

Peepholes

General Room:

Beds and Desks: *remove all gum, stickers, etc from any surfaces

Move mattresses out of rooms, clean bed ends and springs, replace mattresses
Adjust beds to “normal” height if needed
Exterior and interior surfaces of desks including drawers
Wood Chairs – top and bottom surfaces

Miscellaneous:

Closets, Vanity, and Cubby spaces
Clean all shelves, handles, doors, drawers, countertop, cove base, etc
All Formica surfaces
All mirrors
Entry light fixture and fixture near mirror
Shelves in wardrobe and dresser inside and out
Closet rods
Cubby shelves, surfaces and walls
Wash window and ledge, blinds and dust screens
Room Trashcan
Ceiling & Walls (major marks/dirt)

Floors:

All room floors swept, mopped, & sealed:

Rubber flooring needs to be scrubbed with special cleaner and then a sealer applied. The College will provide both these chemicals.

Mandatory Pre-bid Meeting

A mandatory pre-bid site review and walk through to outline bid detail will be held April 15th, 2008, 12:30 PM, at 3000 County Road 114, Glenwood Springs, Co. 81601. Meeting is at the Dorm commons area. Contact Susan Taylor at 947-8223, for directions or questions relating to the scope. Note: Any firm not in attendance will not be considered.

Time-line: Mandatory Pre-bid April 15th, 2008, 12:30 PM
Bid Due Date: April 25th, 2008 at close of business
Bid award date: April 29th, 2008
Contract term: One year contract with two one-year renewals

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.

III. TERMS & CONDITIONS

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

Colorado Mountain College
Attn: Linda Ouellette, Procurement Specialist
831 Grand Avenue
Glenwood Spgs CO 81601
Email: louellette@coloradomtn.edu

on or before the close of business, April 25th, 2008. Bids should be submitted in a sealed envelope. Confidentiality of bids submitted by fax cannot be guaranteed. **Bid must be attached to Signature Page IV.**

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 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.

9. Contract: The successful bidder is expected to enter into a standard contract with Colorado Mountain College. One year term with two one year renewals
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. Attach company bid sheet to this document.
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. 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.**

15. 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.

IV. 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).

BID PRICE \$_____

OPTIONAL CARPET BID \$_____

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Company a Corporation?

Fax Number

Web Site, if available

Email, Address, if available

BID AMOUNT_____