

COLORADO MOUNTAIN COLLEGE



**Request for Proposal
Number #440-09**

Timberline Campus Cafeteria Remodel in Leadville

Due:
August 13, 2009

Deliver to:

Colorado Mountain College
Attn: Steve Boyd
Purchasing and Contracts Manager
831 Grand Avenue
Glenwood Springs, CO 81601

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #440-09
Timberline Campus Cafeteria Remodel in Leadville

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.

Our Timberline Campus in Leadville has the need to remodel the cafeteria in its Student Center. Scope to include complete mechanical retrofit and upgrade. Full remodel of restrooms to be ADA compliant. Kitchen and cafeteria remodel including exhaust system. Please note that much of this work will need to be completed while space is occupied and used. Down times are available over winter break in December 14, 2009 to January 10, 2010 and after spring graduation on May 1, 2010.

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.

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| • Request for Proposals Released | July 10, 2009 |
| • Pre-Proposal Walk Through | July 23, 2009 at 11AM MT (Leadville) |
| • Deadline for Questions and Clarifications from Candidates | August 6, 2009 at 5pm MT |
| • Proposals Due Date | August 13, 2009 at 5pm MT |
| • Targeted Award Date | August 28, 2009 |

III. INSTRUCTIONS TO SUBMITTERS

Qualified and interested firms may attend a pre-proposal walk through at the job site on Thursday, July 23 at 11:00 Mountain Time sharp. This site visit is mandatory. Late arrivals will not be allowed to attend. Proposing firms must submit the following for its Proposal to be considered:

- Proposal Sheet (bid form document 410)
- Signature Block
- Proposed timeline including Gantt if available
- List of sub contractors likely to be involved
- At least three professional references for similar work, recently completed

CMC supports sustainability and prefers an electronic submission. ALTHOUGH ROCKY MOUNTAIN BID NET MAY HAVE THIS PROPOSAL LISTED AS “HARD COPY ONLY”, PLEASE BE ADVISED THAT ONLY EMAIL SUBMISSIONS TO THIS EMAIL ADDRESS WILL BE ACCEPTED FOR THIS PROPOSAL. Please note that no submissions after the deadline, as measured by the time the email is received by CMC’s network clock or can be accepted. Also, no submissions to another email address or in any other format may be accepted. If you submit a hard copy its contents will be scanned electronically and forwarded via email to members of the selection committee. The company name of the submitter is the only information that will be available at the opening date or prior to award. No bid bond is required for this project. Performance and payment bonds will be a requirement of the contract.

Questions regarding the proposal process may be directed to:

Steve Boyd, Purchasing Manager
Phone (970) 947-8402
sboyd@coloradomtn.edu

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:

- A. Timing and schedule; ability to minimize disruption to our students

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

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All applications must be delivered to:

sboyd@coloradomtn.edu

or

Steve Boyd
Purchasing Manager
831 Grand Avenue
Glenwood Springs, CO 81601
(970) 947-8402

on or before 5:00 Mountain Time, August 13, 2009.

- B. *Copies:* **One electronic or hard copy of a proposal is sufficient.**
- 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. Pricing information cannot be considered proprietary.
- 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 revisions of proposals, and to negotiate price changes at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding proposal submittals. Upon the execution of the contracts, the proposals will become public record and contents will be disclosed upon request.
- 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”.
- 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.
- 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?)

Fax Number

Web Site, if available

Email Address