

COLORADO MOUNTAIN COLLEGE



**Request for Proposal
Number #448-09**

Custodial Contract Dillon Campus

Due:
October 21st, 2009

Deliver to:

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

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #448-09
Custodial Contract for Dillon Campus

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 Dillon campus, located at 333 Fielder Ave., Dillon, CO 80435 is in need of janitorial services.

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 | October 1 st , 2009 |
| • Non-mandatory Pre-Proposal Walk Through | As needed and scheduled |
| • Deadline for Questions and Clarifications from Candidates | October 12 th , 2009 at 3 pm MT |
| • Proposals Due Date | October 21 st , 2009 at 4 pm MT |
| • Start date | November 2 nd , 2009 |

III. INSTRUCTIONS TO SUBMITTERS

Qualified firms must return a completed Proposal Sheet for RFP 448-09 and the completed signature block from this document with an email address. We are asking qualified firms to submit a proposal based upon the scope of work included in this RFP for the monthly cost of Janitorial Services. Also submit a minimum of three professional references for your company in buildings somewhat similar in scope to this one. Submit your product's specifications and price proposal electronically to the Rocky Mountain Bid Net System at www.RockyMountainBidSystem.com. If you are not a registered vendor you can register at no charge. Note that no submissions after the deadline, as measured by the time on Rocky Mountain Bid Net can be accepted. All responses must be submitted on-line through Rocky Mountain Bid System, if you have any difficulties call (800) 677-1997 or 970.947.8400. No submissions to another email address or in any other format may be accepted.

To schedule a non-mandatory walk through call Bryan Trujillo at 970-453-6757 x2606.

**RFP 448-09 Scope of Work
Custodial Contract for Dillon Campus**

On a daily basis, five days a week, days will be specified, the contractors will:

Classrooms:

- Dust and wash tables, counters
- Clean and wash chalkboards
- Clean erasers
- Empty trash (replace liners as needed)
- Vacuum carpet
- Clean mirrors

Hallways/Lounge/Stairways:

- Vacuum or sweep and mop
- Dust and wash tables, horizontal surfaces
- Empty trash (replace liners as needed)
- Clean and sanitize drinking fountains

Restrooms:

- Clean and sanitize toilets
- Clean and sanitize walls and sinks
- Clean mirrors
- Sweep/mop/disinfect floors
- Empty trash (replace liners as needed)
- Restock paper, soap
- Spot clean wall marks

Other:

- Clean glass on entry way doors
- Clean ashtrays
- Spot clean all doors

- Remove all cobwebs
- Dust baseboards and horizontal surfaces
- Lock up and secure building

Administrative Offices and Other Offices:

- Dust desk, file cabinets, counters
- Empty trash (replace liners as needed)
- Clean/straighten copy and coffee areas
- Sweep/mop/vacuum floors

In addition Contractor will be responsible for:

- a. Reporting any problem areas, such as unlocked doors, plumbing, heating and lighting.
 - b. Observing inventory of restroom and cleaning supplies so an adequate supply can be maintained.
 - c. Maintaining cleaning equipment.
 - d. Securely lock the building each evening, Sunday through Thursday in accordance with the established class schedule. Securing the building shall include a visual check of all classrooms and other rooms in the building, locks all classrooms in which valuables are stored (consult with the maintenance manager, for information), locks all exterior doors, turns off all common-area lights, and closing all open window.
 - e. The contractor may request help from staff members for locking and unlocking the building. This is not normally a staff function, therefore, a written agreement for compensation should be reached between the Contractor and the staff member(s) involved. Under no circumstances will master keys or responsibility for the building be given to an individual who is not a contractual employee of the college.
 - f. The ultimate responsibility for the security of doors and windows in the Building resides with the Contractor.
 - g. Disable and arm alarm system as needed.
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- All staff to wear easily recognizable logo'd uniforms or clothing at all times.
 - Building square footage is approximately 15,000.
 - Start date for daily cleaning is approximately 11/02/09

Work can begin at 10:00PM daily and needs to be completed by 8:00AM.

Questions regarding the proposal process may be directed to:

Linda Ouellette, C.P.M., Procurement Specialist
Phone (970) 947-8400
louellette@coloradomtn.edu

IV. SELECTION CRITERIA (in no particular order of importance)

- A. Service reliability and consistency of quality
- B. Company experience, both with CMC personnel and with other clients
- C. References
- D. Insurance and ability to bond
- E. Pricing
- F. Quality of submittal

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All applications must be delivered to: louellette@coloradomtn.edu on or before 4:00 Mountain Time, October 21st, 2009.
- B. *Copies:* **One electronic 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. *Protests:* Any actual or prospective submitter, 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, the facts giving rise to the protest.

Protestors may file a protest on any phase of solicitation, proposal, proposal, or award, including but not limited to procedure, specification, or award.

The written protest shall include, at a minimum, the following: The name and address of the protestor, appropriate identification of the procurement document, 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 Executive Vice President of Operations and Innovation within three (3) working days after receipt of the written ruling by the Purchasing Manager.

K. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College.

L. *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.

M. *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.

N. *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.

O. *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