



Colorado Mountain College

Request for Proposal Number # 417-08 Spring Valley Campus Security Services

Due: September 15th, 2008
At close of business

Deliver to:
Colorado Mountain College
Attn: Linda Ouellette, Interim Purchasing Manager
831 Grand Avenue
Glenwood Springs, Colorado 81601

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COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSALS
DATED, August 25th, 2008
SVC Security Services

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 is requesting proposals for Security Services at our Spring Valley Campus, 3000 County Rd. 114, and Glenwood Springs, CO 81601

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 | August 25 th , 2008 |
| • Proposals Due Date | September 15 th , 2008 |
| • Mandatory pre-bid meeting | September 9 th , 2008 @ 9:00 a.m. |
| • Notification of Award to Successful Proposer | September 22 nd , 2008 |
| • Contract Term for one year | September 23 rd , 2008-2009
with option to renew to 2010* |

* Contract term is subject to Amendment 1 limitations. Please see Terms & Conditions.

III. SCOPE OF WORK

Colorado Mountain College is seeking a Service Provider for Security Services for our Roaring Fork, Spring Valley Campus. This Service must follow and be in alignment with Colorado Mountain College's Policies and Procedure's. A copy of the Policies and Procedures will be provided. Additional requirements to include participation in Incident Response Trainings as needed and attending of scheduled meetings. In addition Security personnel must each attend a College Orientation Program.

Services will include a uniformed security person for a 12 hour period per day; 7:00 p.m. to 7:00 a.m., with an added service on week-end days to include an additional uniformed security person for the time periods of 7:00 a.m. to 7:00 p.m.

Other duties or requests to include supplying additional security personnel upon request for special events, holidays or other scheduled activities.

In the event of an emergency the Service Provider will make every effort to provide additional security personnel as needed as quickly as possible.

A list of additional duties and obligations as follows:

- Foot and vehicle security patrols of Spring Valley campus and related properties
- Secure Spring Valley buildings and perform random security checks through out the 12 hour period.
- Monitor fire and system alarms and report failures or breaches of systems as directed.
- Monitor student activity on campus and enforce campus rule and regulations
- Monitor and enforce campus parking regulations
- Monitor dormitory and work with campus RAs to enforce dormitory rules
- Perform basic first responder medical functions as certified
- Quell disturbances
- Enforce curfews and contraband regulations
- Monitor special event activities
- Monitor and report hazards and where possible mitigate said hazards immediately
- Document incidents for management review
- Report and document criminal acts and work with local law enforcement
- Other duties as mutually agreed upon by the Service Provider and the Customer.

A mandatory pre-bid meeting will be held at the CMC Student Services Building 3000 Cty Rd 114, Glenwood Springs, CO

Date: September 9th, 2008

Time: 9:00 a.m.

Only firms represented will be allowed to bid.

IV. SUBMITTALS

A. *Format*

All proposals should include the following, in the order listed:

1. *Transmittal Letter:* Include a brief introduction to your firm and your interest in this contract; give main contact name, phone number, fax number, and email address, if available.
2. *Proposal:* Submit a detailed proposal.
3. *Pricing:* Include a pricing for a one-year contract with payment agreements
4. *References:* Include three references

B. Due Date/Time

Proposals must be delivered **no later than September 15th, 2008 5:00 p.m. MST** to:

Colorado Mountain College
Attn: Linda Ouellette, Interim Purchasing Manager
831 Grand Avenue
Glenwood Springs, CO 81601

Facsimile proposals will not be accepted; however electronic submittals may be submitted to the CMC Purchasing Department at louellette@coloradomtn.edu before the above deadline.

V. EVALUATION CRITERIA

All proposals shall be evaluated by a committee comprised of appropriate CMC personnel using a standard evaluation form. Proposals shall be evaluated on the following criteria, not necessarily listed in order of importance:

1. Quality of Proposal/Services
2. Company experience
3. Personnel experience
4. Pricing
5. References

VI. QUESTIONS

Should you have any questions regarding the material contained in this RFP, please contact Linda Ouellette, Purchasing Manager at (970) 945-8691 x8400. Amendments will be issued for clarification should the Purchasing Manager deem it necessary to do so. Questions technical in nature must be directed to David Reker, dreker@coloradomtn.edu, 970.945.7481 x8250

VII. TERMS & CONDITIONS

A. *Submittal Instructions:* All submittals must be delivered to:

Colorado Mountain College
RFP-417-08
Attn: Linda Ouellette
831 Grand Avenue
Glenwood Springs, CO 81601

On or before September 15th, 2008 . Facsimile submittals will not be accepted. No exceptions will be made for proposals arriving after the due date and time.

- B. *Copies:* Please submit 1 original plus 3 copies of your proposal.
- C. *Proprietary Information:* If you are submitting any information you consider to be proprietary, you must clearly mark in "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. Pricing information cannot be considered proprietary.
- D. *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.
- E. *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.
- F. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- G. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- H. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with proposers, and 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 a contract, the proposals will become public record and contents will be disclosed upon request.
- I. *Award:* The award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to CMC based on the evaluation factors described in the Request for Proposal. Price, although a consideration, may not be the sole determining factor. CMC reserves the right to as for the "Best and Final Offer".
- J. *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.
- K. *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 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 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.

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

M. *Indemnification:* The successful bidder 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 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.

N. *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.

O. *Illegal Aliens.* By submitting a bid, the bidder certifies pursuant to C.R.S. § 8-17.5-102 that, at the time of bid submission, it does not knowingly employ or contract with an illegal alien and that the contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under the public contract for services through participation in either the E-Verify Program of the Department Program.

P. *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).

VIII. SIGNATURE BLOCK

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

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

- () familiarization with all terms, conditions, and specifications herein stated;
- () vendor is qualified to perform work and services as included;
- () that the pricing contained in this submittal 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

E-mail address