

COLORADO MOUNTAIN COLLEGE



Invitation to Bid Number #372-07

West Garfield Campus FF&E Bid

Due:
April 13th, 2007
At close of regular business hours

Deliver to:
Colorado Mountain College
Attn: Linda Ouellette, C.P.M., A.P.P.
Procurement Specialist
831 Grand Avenue
Glenwood Springs, CO 81601

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IV. **TERMS & CONDITIONS**

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

Colorado Mountain College
Attn: Linda Ouellette, C.P.M., A.P.P.
831 Grand Avenue
Glenwood Springs, CO 81601
Fax: (970) 947-8324
Phone (970) 947-8400

on or before the close of business, April 13th, 2007. Bids should be submitted in a sealed envelope or sent electronically by email to louellette@coloradomtn.edu with copies/marked catalog pages and brochures to follow via mail postmarked the same day. Confidentiality of bids submitted by fax cannot be guaranteed.

B. *Copies:* Original bid plus 3 copies must be submitted with appropriate catalogs/brochures.

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(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.

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).

V. 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

Bidder Sheet- Must be filled out for all pricing submitted

Line #	Qty	Description	Room Location	Manufacturer/Model #	Lead Time	Price	Extended Cost	Installation Cost
1	3	Ergonomic Office Task Chair w/ arms	107=1; 130=2	Hon-Mobius Mid-Back w/ arms, castors, Grade 3 Fabric, Color- Dk. Green or Rust				
1a				or Global Granada, same above specs				
2	67	Ergonomic Office Task Chair, no arms, adjustable w/ castors; Color: Dk Green	120=24; 124=30; 131=3; 151=3 151A=3 160A=4	Hon-Mobius Mid-Back, no arms, w/ castors, adjustable, Grade 3 Fabric, Color- Dk. Green				
2a				or Global Granada, same above specs				
3	12	High Back Executive Ergonomic Office Chair	127=1; 132=1; 133=1; 134=1; 137=1; 138=2; 141=1; 143=1; 145=1; 147=1; 158=1;	Global Malaga, w/ arms, castors				
				or KI- Engage, same above specs				
4	9	Desk; Double Pedestal	127=1; 138=2; 151=3; 151A=3;	HON 10600 Series; Medium Oak Laminate				
Line	Qty	Description	Room	Manufacturer/Model #	Lead	Price	Extended	Installation

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#			Location		Time		Cost	Cost
5	14	Desk; Single Pedestal w/ Return	132=1; 133=1; 134=1; 135=1; 136=1; 137=1; 139=1; 141=1; 143=1; 145=1; 147=1; 156=1; 158=1; 159=1;	HON 10600 Series; Medium Oak Laminate				
6	1	Center Draws	As needed	HON 19"w, Metal Pencil Draw;				
7	19	5-Shelf Bookcase	135=2; 136=1; 137=1; 139=2; 141=2; 143=1; 145=1; 147=1; 151=2; 151A=3; 156=1; 158=1; 159=1;	HON 36"Wx131/8"Dx71"H; Medium Oak Laminate				
7a		or 4-Shelf Bookcase		or HON 36"Wx131/8"Dx57 1/8"H; Medium Oak Laminate				
8	1	Lateral 2-Draw Wood File	135=1;	HON 10662; Medium Oak				
Line #	Qty	Description	Room	Manufacturer/Model #	Lead	Price	Extended	Installation

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			Location		Time		Cost	Cost
9	7	Lateral 4-Draw Steel File Cabinet w/ lock	132=1; 133=1; 136=1; 137=1; 139=1; 156=1; 159=1;	HON; Putty				
10	11	Vertical 4-Draw Steel File Cabinet w/ lock	134=1; 138=1; 141=1; 143=1; 145=1; 147=1; 151=2; 151A=2; 158=1;	HON; Putty				
11	4	36" Round Table w/ base	135=1; 156=1; 158=1; 159=1;	HON 1320VM; Medium Oak w/ standard base				
12	38	Guest Chairs	135=2; 136=1; 137=2; 138=2; 139=1; 141=1; 143=1; 145=1; 146=1; 148=8; 156=2; 158=2; 159=2; 174=12	KI Torsion Upholstered Sled Base Chair, no arms Internal Note: These 12 to be in a Colored Pattern that matches solid choice of other 26 to add accent.				
Line #	Qty	Description	Room	Manufacturer/Model #	Lead	Price	Extended	Installation

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			Location		Time		Cost	Cost
13	3	Stool, Adjustable w/ back, castors; upholstered, adjustable footring	130=3	KI Torsion Stool w/ arms & back and upholstered				
14	26	Stool, Adjustable w/ back, castors; polypropylene; adjustable footring, chemical resistant	107=1; 123=25;	KI Torsion Stool w/ back; polypropylene seats & back, chemical resistant/science room				
15	1	Conference Table	125	16'x5' National, Wood Veneer; Racetrack top w/ Bullnose Edge, Double Doric Bases w/ Wireway; Amber Finish				
15a	2	or Conference Table		or 4'x8' National, Wood Veneer; same specs as above,				
16	18	Upholstered chairs, no arms, no castors;	125=18	HON-Mobius Mid-Back; Grade 3 Fabric, no arms, no castors				
17	10	Porcelain Whiteboard 12'	121=1; 122=1; 164=2; 163=1; 165=1; 167=1; 169=1; 166=1; 168=1;	Best Rite, w/ trim, marker shelf (want these to butt together for 24'- rm. 164/				
18	25	Porcelain Whiteboard 8'x4''	115=2; 120=2; 123=2; 124=2; 125=1; 160=1; 161=2; 163=2; 165=2; 167=2; 169=2;	Best Rite, w/ trim, marker shelf; (want these to butt together for 16' in the following rooms: 115/120/124/163/165/167/169)				
18a		Or 16' Whiteboard (Qty-7)		→ and 166=2;168=2; 180=1;				

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Line #	Qty	Description	Room Location	Manufacturer/Model #	Lead Time	Price	Extended Cost	Installation Cost
19	1	Porcelain Whiteboard 6'x4''	138=1;	Best Rite, w/ trim, marker shelf				
20	1	Porcelain Whiteboard 4'x3'	135=1;	Best Rite, w/ trim, marker shelf				
21	16	Porcelain Whiteboard 3'x2'	132=1; 133=1; 134=1; 136=1; 137=1; 139=1; 141=1; 143=1; 145=1; 147=1; 151=3; 156=1; 158=1; 159=1;	Best Rite, w/ trim, marker shelf				
22	1	Porcelain Whiteboard w/ Hinged Folding Panels; 6' with two 3' panels to unfold to a 12' total width when in use.	105=1					
23	1	Projection Screen 8' w/ ceiling mount	115=1;	School Specialty, DA-Lite 40252, 30601099N				
24	2	Rectangular Table, Cafeteria Style, Fixed Leg	148	KI Venue Laminate w/ Powder ColorAccents;24"x60"CopperEvolvTop/CoolRockTrim				

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Line #	Qty	Description	Room Location	Manufacturer/Model #	Lead Time	Price	Extended Cost	Installation Cost
25	109	Classroom Tables 18"x60"	160=10; 161=11; 162=12; 164=12; 163=10; 165=10; 167=10; 169=10; 166=12; 168=12;	Mity Lite lightweight folding table w/ Conference Leg; smooth finish, Speckled Beige & Brown Coat Leg Finish				
26	241	Stackable Student Chair, no arms, Fabric	160=40; 161=21; 162=24; 164=24; 163=21; 165=21; 167=21; 169=21; 166=24; 168=24;	KI Piretti Torsion Sled Base, No arms; Dk Green or Rust- to be determined				
27	2	Love Seat w/ Solid Arms	102=2	University Loft #22010; must use the fabric to match the Auditorium Chairs-Rust				
28	4	Upholstered Lounge Chair w/ Solid Arms	102=4	University Loft #22015; must use the fabric to match the Auditorium Chairs-Rust				
29	4	Coffee Table	102=2; 174=2	University Loft 49545-14				
30	3	Lounge Chair w/ Tablet Arm Left	174=3	University Loft or KI- AGI #5713				
31	3	Lounge Chair w/ Tablet Arm Right	174=3	University Loft or KI- AGI #5713				
32	2	Love Seat w/ Tablet Arm	174=2	University Loft #22010				
33	2	Square Table, 48"x48"	174=2	KI Venue Laminate w/ Powder ColorAccents; mixed colors				
Line	Qty	Description	Room	Manufacturer/Model #	Lead	Price	Extended	Installation

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#			Location		Time		Cost	Cost
34	2	Round Table, 48"	174=2	KI Venue Laminate w/ Powder ColorAccents; mixed colors				
35	1	Rectangular Table, 24"x60"	174=1	KI Venue Laminate w/ Powder ColorAccents; mixed colors 24"x60"				
36	4	18" Ceramic Studio Stools, no back, plastic	181=4	KI 600 Series, mixed colors of tops/legs/frames				
37	1	Steel Table; 30"x96"	109=1	SCK, Inc. Flat 18 gauge Stainless steel top, Galvanized adjustable under shelf and legs				
38	2	Steel Table; 30"x60"	109=2	SCK, Inc. Flat 18 gauge Stainless steel top, Galvanized adjustable under shelf and legs				
39	2	Or Steel Table; 24"x60"	109=2	SCK, Inc. Flat 18 gauge Stainless steel top, Galvanized adjustable under shelf and legs				
40	2	Or Steel Table; 24"x48"	109=2	or SCK, Inc. Flat 18 gauge Stainless steel top, Galvanized adjustable under shelf and legs				
41	1	Rolling Tray Rack	109=1	Universal Pan Rack, Holds 20 Pans; URE3018; Holds 18"x26" & 12"x20"				
42	1	Acid/Corrosive Storage Under Counter	123=1	43x18x44				
43	1	Flammable Storage Under Counter	123=1	43x18x44				
44	3	4' Table to fit kids 9-12 yrs of age	171=3	Jr. Table				
45	12	Plastic Student Chairs for 9-12 yrs of age	171=12	Jr. Chair				
46	20	Collapsible Easels	180	Dick Blick				
47	2	Outdoor Trash Can/Cigarette Receptacle						
48	20	Plastic Wastebaskets, 10 Gal,.Beige	Ea. class					
Line #	Qty	Description	Room Location	Manufacturer/Model #	Lead Time	Price	Extended Cost	Installation Cost

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49	26	Atomic Wall Clock	Classrooms /Hallways					
50	1	Portable Smart board Cart	Classrooms	Internal note- No Bid	No Bid	No Bid	No Bid	No Bid
51	4	Smart Boards	125=1; 161=1; 167=1; 168=1;	Internal note- No Bid	No Bid	No Bid	No Bid	No Bid