COLORADO MOUNTAIN COLLEGE

Request for Proposal
Number # 534-12
Elevator Inspection and Maintenance

Due: November 21, 2012, 2:00PM

Buyer:
Steve Boyd
Purchasing and Contracts Manager
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Glenwood Springs, CO 81601
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COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #534 -12
ELEVATOR INSPECTION AND MAINTENANCE

I. INTRODUCTION

Colorado Mountain College (CMC) is a two-year public College established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

II. Scope of Work

Colorado Mountain College is soliciting bids from qualified firms or individuals to furnish all materials, labor, and related services for annual inspection and service of elevators at campus locations listed in Exhibit 1.

Inspection and Maintenance will include:

- Examination of all elevator equipment for optimum operation (Please list what this entails)
- Lubrication of equipment for safe and smooth operation
- Adjustment of all elevator parts and components
- 24 hour telephone monitoring and emergency call service
- Bi-annual Service Manager and site managers meeting
- Bi-annual Branch Manager and Facilities Director meeting

III. Site walk through

Elevators can be viewed by contacting site managers listed on Exhibit 1 to schedule walk through.

III TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

REQUISITION STEP	DATE	TIME
ISSUE DATE	10/23/12	4:00 PM
SITE WALK THROUGH	10/29/12 THRU 11/12/12	TBD
QUESTIONS DUE	11/14/12	2:00 PM
ISSUE ADDENDUM 001 IF NECESSARY	11/16/12	4:00 PM
REQUEST FOR PROPOSALS (RFP) DUE	11/21/12	2:00 PM
SHORT LIST OF VENDORS ANNOUNCED	12/5/12	4:00 PM
INTERVIEWS OF SHORTLISTED CANDIDATES (SUBJECT TO CHANGE)	12/11/12	TBD
TARGET AWARD DATE (SUBJECT TO CHANGE)	12/19/12	4:00 PM

I. INSTRUCTIONS TO PROPOSERS

1. Bid to include:
    - Cost of full coverage part and replacement program
    - Cost of service for normal business hours and which hours are considered normal
    - Cost of overtime service

2. Signature Block at the end of this document

3. At least three professional references

Proposers may visit the locations to see the elevators, but a walk through is not mandatory. CMC supports sustainability and the appropriate use of technology. As a result the college requires an electronic submission. Please note that no submissions after the deadline can be accepted, and CMC employs the use of the Rocky Mountain E-Purchasing System to enforce timely submittals. No submittal after the closing time posted herein, as officially determined by the Rocky Mountain E-Purchasing System will be accepted. No proposals submitted to anyone, in any format other than via the Rocky Mountain E-Purchasing System may be considered. The company name of the submitter is the only information that will be available prior to award. No bid bond is required for this project. Successful contractor will be expected to enter into CMC's Standard Construction Contract that will include a performance and payment bond to the full amount of the project.

CMC is issuing this proposal as a Request for Proposal (RFP) rather than an Invitation to Bid (ITB) because the college values your experience and advice. All value-added services and ideas will be carefully considered by the selection committee. If you have questions with respect to this project or its process please send them to:

Amy Stull, Purchasing Assistant
astull@coloradomtn.edu

Please be sure to check our website prior to your submission to be sure you have the most current posted information. Questions and any responses from the College will be posted on our Purchasing Department website for all Proposers to see at www.coloradomtn.edu/purchasing. Please call Steve Boyd at 970.947.8402 if you experience problems or have questions about our website or The Rocky Mountain E-Purchasing System's website.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identity 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. Experience. Contractor experience with CMC and with other client firms will both be considered
B. Quality of Submittal
C. Price
D. References
E. Qualification of any sub-contractors
F. Schedule

Criteria may be modified in subsequent Addendums.

V. TERMS & CONDITIONS

A. *Submittal Instructions*: All applications must be submitted electronically at: www.rockymountainbidsystem.com on or before the closing date as set forth above. Submitters may be asked to establish a free account with Rocky Mountain Bid System if your firm is not already a registered member.

B. *Copies*: **One electronic submission 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?)	_____ Official EMAIL Address
_____ Web Site, if available	_____ Solicitation Number (from cover page)

II.