

Issue Date: 11/13/2020



REQUEST FOR PROPOSALS #CC545-20
Casper College
T-BIRD GYM FLOOR REFINISH

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for the above project:

**SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE
PROCUREMENT DEPARTMENT BY NO LATER THAN:
2:00 P.M. (our clock) December 15, 2020.**

Proposals will be opened at this time in **Room #310 of the Gateway Bldg.**
Please provide one (1) original and one (1) copy in a sealed envelope.

Due to the Covid-19 outbreak the bid opening might be moved to an online bid opening. If it is deemed necessary Casper College will issue an addendum with all necessary information pertaining to the bid opening.

Proposals received after the time and date specified will not be considered.

Sealed proposals maybe be sent to:
Attn: Shane Pulliam GW Room 311
Casper College 125 College Drive
Casper, WY 82601

Or delivered to the campus. If delivering please call 307-268-2633 to make arraignments.

Please clearly mark the outside of your envelope:
“T-BIRD GYM FLOOR REFINISH – RFP #CC545-20”

Telephone, fax, or email proposals will not be accepted

Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

Although pricing is important, it will not be the only factor considered when evaluating proposals (page 5).

Preferences:

Preference shall be given to Wyoming contractors, subcontractors, laborers and materials required by Wyoming Statutes Sections 16-6-101 through 16-6-107. If bidding as a Wyoming Resident, a "State of Wyoming Certificate of Residency Status" must be furnished before the proposal will be awarded (this can be included with your proposal or produced prior to award). If this cannot be produced in a reasonable amount of time the preference will not be used in the proposal evaluation.

Preference for State Laborers:

Bidders should be aware that the work shall be required to be conducted in compliance with the "Wyoming Preference Act of 1971". Special attention is called to Wyoming Statutes Sections 16-6-201 through 16-6-206. The awarded contractor will be required to provide Casper College with proof of compliance before the project is started.

Prevailing Wages:

Based on the "Wyoming prevailing Wage Act of 1967" contract amounts that are \$100,000 or more all work shall be paid not less than the prevailing hourly rate of wage. This is required by Wyoming Statutes Section 27-401 through 413.

ITB/RFP POSTING & DOWNLOADING:

All Casper College ITB's & RFP's will be posted on the web-pages shown below. Bidders are responsible for checking these sites for addendums prior to sending in their proposals.

www.caspercollege.edu/offices-services/purchasing
www.rockymountainbidsystem.com

Refer questions to (email is preferred):

Debbie Przybylowicz

debbiep@caspercollege.edu

Ph 307-268-2035

Or

Shane Pulliam

shane.pulliam@caspercollege.edu

Ph 307-268-2633

Sincerely,



Shane Pulliam
Director of Procurement

GENERAL

- Proposals must be received in the Procurement Office by the date and time specified. Proposals received after the specified date and time **will not be accepted**.
- Only **SEALED** proposals will be accepted. Please mark the outside of your envelope “Confidential” and include the RFP number.
- All work and materials should comply with our specifications and qualifications.
- All changes or interpretations will be made by written addendum. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College.
- Expenses incurred in proposal preparation, pre-bid meetings, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by the College.
- Awarded bidder will not be reimbursed for expenses such as travel, mileage, rental car, meals, lodging, etc.
- All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- All materials submitted with regard to this solicitation become the property of the College. The College will have the right to use any ideas contained in proposals received, with the exception of proprietary or confidential information.
- Include a copy of material specifications and material and labor warranties.
- Bid prices must include all material, labor, installation, removal and proper disposal of existing materials, bonds, insurance, profit, and delivery (FOB) Casper College, Casper Wyoming.
- Bidders are encouraged to submit several references and give locations of prior work.
- Performance & Payment bonds will be required from the awarded bidder(s). See the bonds section for details.
- Successful bidder will be required to provide the following before working on campus:
 - **Proof of insurance (see page 7).**
 - **Signed contract furnished by Casper College.**
 - **Wyoming workers compensation certificate.**
 - **Unemployment insurance certificate.**
 - **Payment and Performance Bonds (see page 4).**
- Casper College will make no advance payments for materials, installation, or labor.
- By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.

The following designations are used interchangeably:

- Casper College, College and The College.
- Contract and Agreement.
- Evaluation Committee and Committee.
- Proposal, Bid and Bid Proposal.
- Bidder, Person, Vendor, Company, and Contractor.
- Request for Proposal and RFP.
- Maintenance Building, MA, Maintenance.
- T-Bird gym floor, gym floor, floor, gym.

Schedule of Activities:

Activity	Date	Time (our clock)
Issue / Post RFP	11/13/2020	N/A
Site Visit (recommended)	11/30/2020 to 12/4/2020	Arrange for Appointment
Last Date for clarification inquiries	12/8/2020	4:30 pm
Proposal submission deadline/Proposal opening	12/15/2020	2:00 pm
Project Award	Week of 12/21/2020 (estimated)	N/A
Project Start	4/19/2021	7:00 am
Substantial Completion	7/5/2020	4:30 pm

SITE VISIT – RECOMMENDED

- It is recommended that bidders view the job-sites before bidding unless you have viewed the work sites previously. Site visit can be scheduled through the procurement department between 11/30/2020 through 12/4/2020.

BONDS

- **Performance and Payment Bonds** shall be furnished by the **successful bidder(s)** (if their total award exceeds \$50,000) to Casper College in the amount of 100% of the contract price. Such Performance and Payment Bonds shall be accompanied by certified copy of Power of Attorney and shall be signed or countersigned by a Wyoming resident agent of the bonding company.

SPECIFICATIONS AND SCOPE OF WORK

Project: Gym Floor Refinish

Schedule: Project Start April 19, 2021, Project Complete by July 5, 2021

Specification Sheet and Scope of Work

1. Sand floor removing existing paint and defects (do not sand under bleachers when retracted).
2. Remove, clean and reattach the angle cove base around the floor (owner wants the area underneath sanded and refinished).
3. Remove, clean and reattach the metallic transitions around the floor (owner wants the area underneath sanded and refinished).
4. Repair dead spots in the play floor as identified on the attached drawing. There are approximately 6 3'x3' spots.
5. Inspect the wood floor and notify the owner of any additional dead spots found in the play floor.
6. Provide a square foot price within your bid to repair additional dead spots found in the floor.
7. Apply two tone stained wood per the attached drawing (owner to verify exact stains via samples before application).
8. Paint solid black borders and side lines as shown on attached drawings (owner to verify proof of size and color before application).
9. Paint "Thunderbirds" on the training room end and "Casper College" on the Scorer's table end closest to the main entry (owner to verify proof of font and colors).

10. Create vinyl College logo(s) similar to those on the attached drawing in color, size and place them as shown on the attached drawing (owner to verify proof before creation of logo).
11. Paint basketball key and court lines in colors and as shown on attached drawing (owner to verify proof of colors and layout).
12. Paint the side basketball court lines as they currently are in size, color and layout (owner to verify color and layout).
13. Paint volleyball court lines running within the main basketball play surface to the dimension shown on the attached NCAA layout (owner to verify color and layout).
14. All lines and dimensions should follow applicable NJCAA rules on court design for each sport represented (Men's/Women's basketball and Woman's Volleyball)
15. Apply at least (4) four coats of water-based floor finish per the manufacture's specifications. (Please submit what type of finish will be used along with your bid. It will need approved before it is applied.)
16. Provide work schedule with bid to include the first day the gym is closed until the gym floor is ready for use.
17. All Casper College Coronavirus-19 guidelines must be follow when on campus. These can be found at <https://www.caspercollege.edu/coronavirus/>.
18. Remove all waste generated from work and properly dispose offsite at vendor's expense.
19. See attached drawings (page 8 through 11).

CLARIFICATIONS / QUESTIONS

- All requests for clarifications / questions must be emailed to Shane Pulliam, Director of Procurement, at shane.pulliam@caspercollege.edu. The Procurement Department will respond by email or issue an Addendum if necessary. **Please do not contact any other College personnel directly.**

ADDENDUMS

- All significant changes or corrections will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be available on the bid posting web-sites noted on page #2. **Bidders shall not rely on any other changes or corrections.** Bidders are responsible for checking these sites before submitting a proposal.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A proposal that is in the possession of the Procurement Office may be altered or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement department prior to proposal opening.

- Erasures or changes must be initialed by the person signing the proposal.

DEVIATIONS OR SUBSTITUTIONS

- Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item offered and or the entire proposal.

EVALUATION CRITERIA

Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).

- **Pricing:** Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order. Award will be based on “best value”.
- **Specifications/Qualifications:** Bidder has met the terms, criteria, and qualifications that are viewed to be necessary and or essential components of this proposal.
- **Quality of Materials:** Are the products being proposed of acceptable quality?
- **Reputation:** Information acquired through references and other sources available to Casper College. Results of previous projects (if any) on our campus.
- **Experience:** How much experience does the bidder and their personnel have with the work they are proposing.
- **Sub-Contracting:** Is the company submitting the bid performing the work or are they sub-contracting the project?
- **Timeliness:** Time required to complete the project. Can contractor be finished by the dates shown in the proposal?
- **Warranty:** The inclusiveness and duration of the warranty being offered for materials and labor.
- **Etc.:** Other miscellaneous criteria.

The Casper College Physical Plant, Athletic, Public Relations, and Procurement Department will review proposals. If this project is awarded it will be based on, but not limited to, the above criteria and at the sole discretion of Casper College.

AWARD OF CONTRACT

- A formal Contract will be issued by Casper College for this project (for awards over \$10,000). The Contract between Casper College and the successful bidder(s) will include the wording contained in the formal written contract, the Request for Proposal, Addendums (if any), Attachments, Purchase Order(s), Purchase order Terms and Conditions, as well as the bidder’s response to the Request for proposal.
- If your company is awarded the project, work cannot begin until we have received your signed contract, proof of insurance, Wyoming workers compensation and unemployment certificates, payment and performance bond, and a signed Purchase Order from the Casper College Procurement Department has been issued.
- The College or the awarded firm may terminate the contract without cause upon thirty (30) days written notice. All jobs that are in progress must be satisfactorily completed before the firm terminates the contract. The contract may be terminated immediately for cause if the firm fails to perform in accordance with the terms and conditions of the contract.
- The contract may be terminated if funds are not appropriated or allocated to the College by governmental entities that are necessary, in the sole discretion of Casper College, to complete the terms of the contract.
- Consideration of the factors enumerated herein and the award of the contract(s) and extension of the contract(s), if any, shall be at the sole discretion of Casper College.

CONTRACT REQUIREMENTS

- Awarded vendor is prohibited from subcontracting, assigning, transferring, the contract, its rights, title or interest therein or its power to execute such agreement to any other contractor, company or corporation without the prior written consent of Casper College. All approved

assignments or other transfers referred to herein must abide by the provisions of the agreement.

INVOICING AND PAYMENT

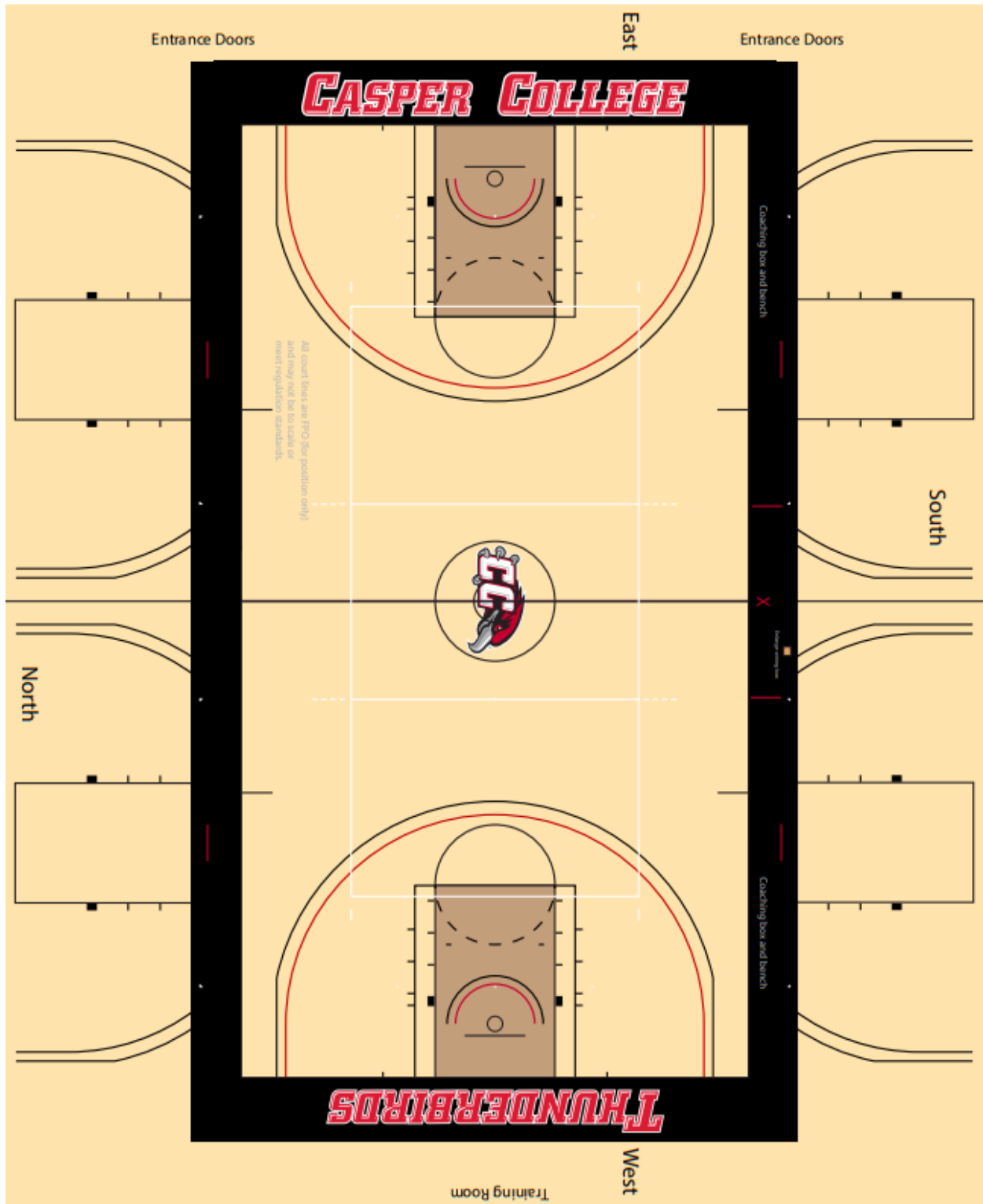
- Invoices totaling \$10,000 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Completed invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment. All invoices shall be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. No late fees will be paid by the College.
- Please include a schedule of values (SOV) with each payment application in your bid package if necessary.

INSURANCE

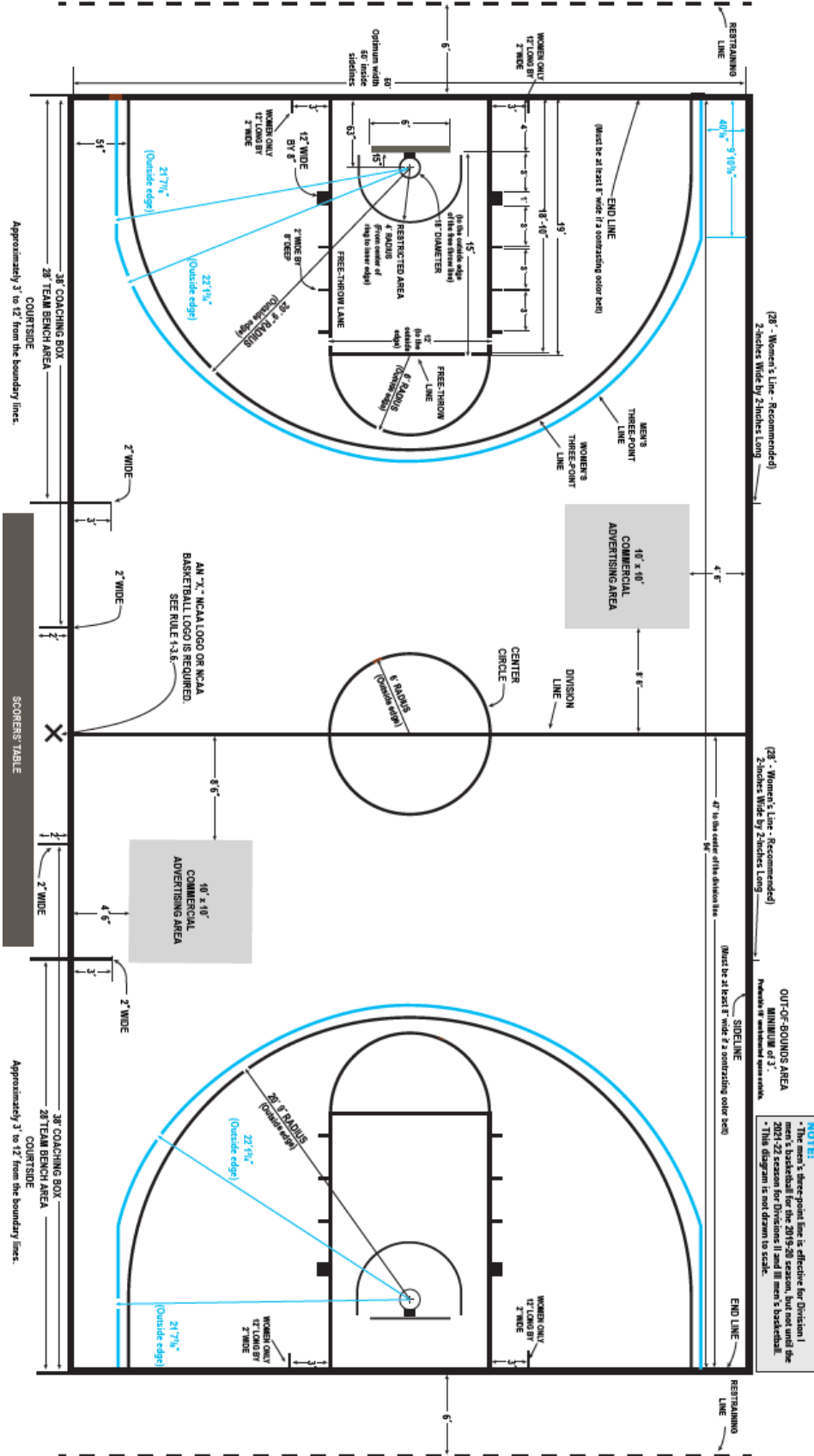
The contractor who is awarded this project shall provide evidence in the form of a certificate of insurance showing the following minimum coverage and limits:

Commercial General Liability	
Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Business Automobile	
Combined Single Limits	\$1,000,000

All certificates will name Casper College as additional insured.

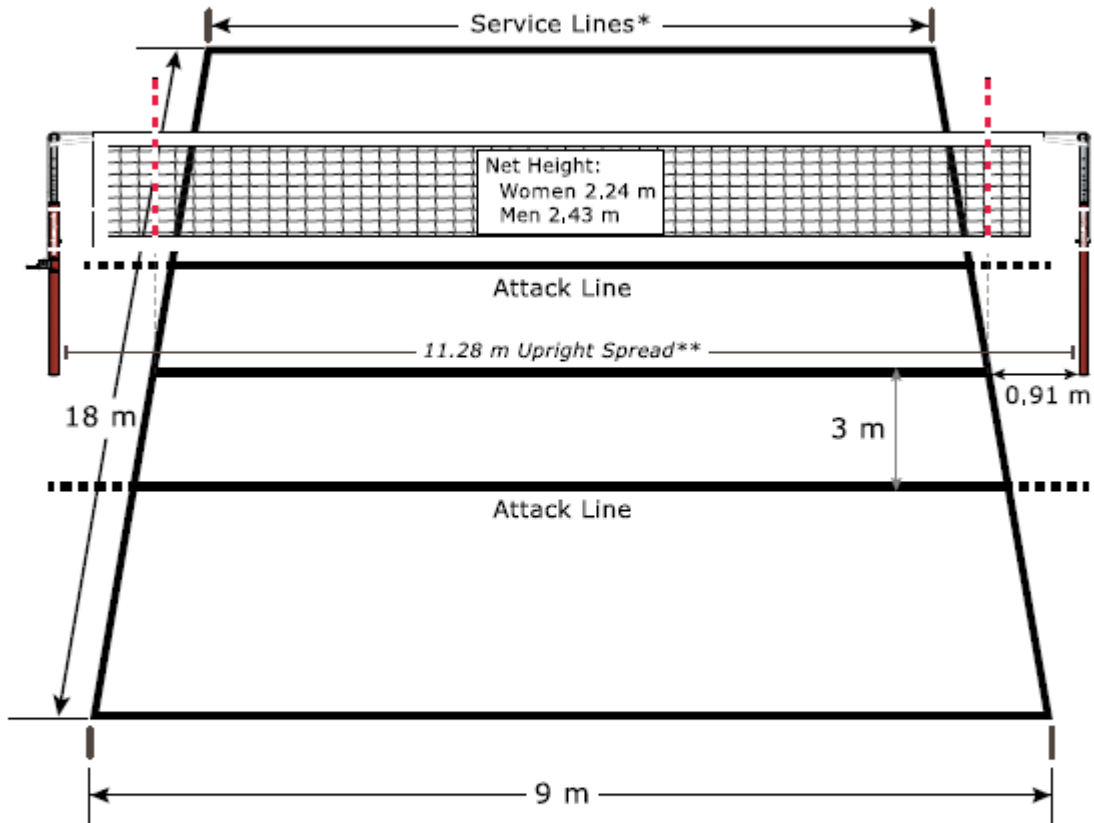


NCAA Men's and Women's Basketball Court (June 10, 2020)



INDOOR VOLLEYBALL COURT DIMENSIONS

National Collegiate Athletic Association (NCAA),
USA Volleyball (USAV), International Volleyball Federation (FIVB)



	NCAA	USAV	FIVB
Court Dimensions	18 m x 9 m	18 m x 9 m	18 m x 9 m
Free Zone Minimums	3.05 m outside the sidelines 4.58 m beyond the end lines	3 m on all sides	5 m outside the sidelines 6.5 m beyond the end lines
Ceiling Clearance Minimums	12.4 m facilities built before 2006 7.62 m facilities built after 2006	7 m minimum	12.5 m minimum

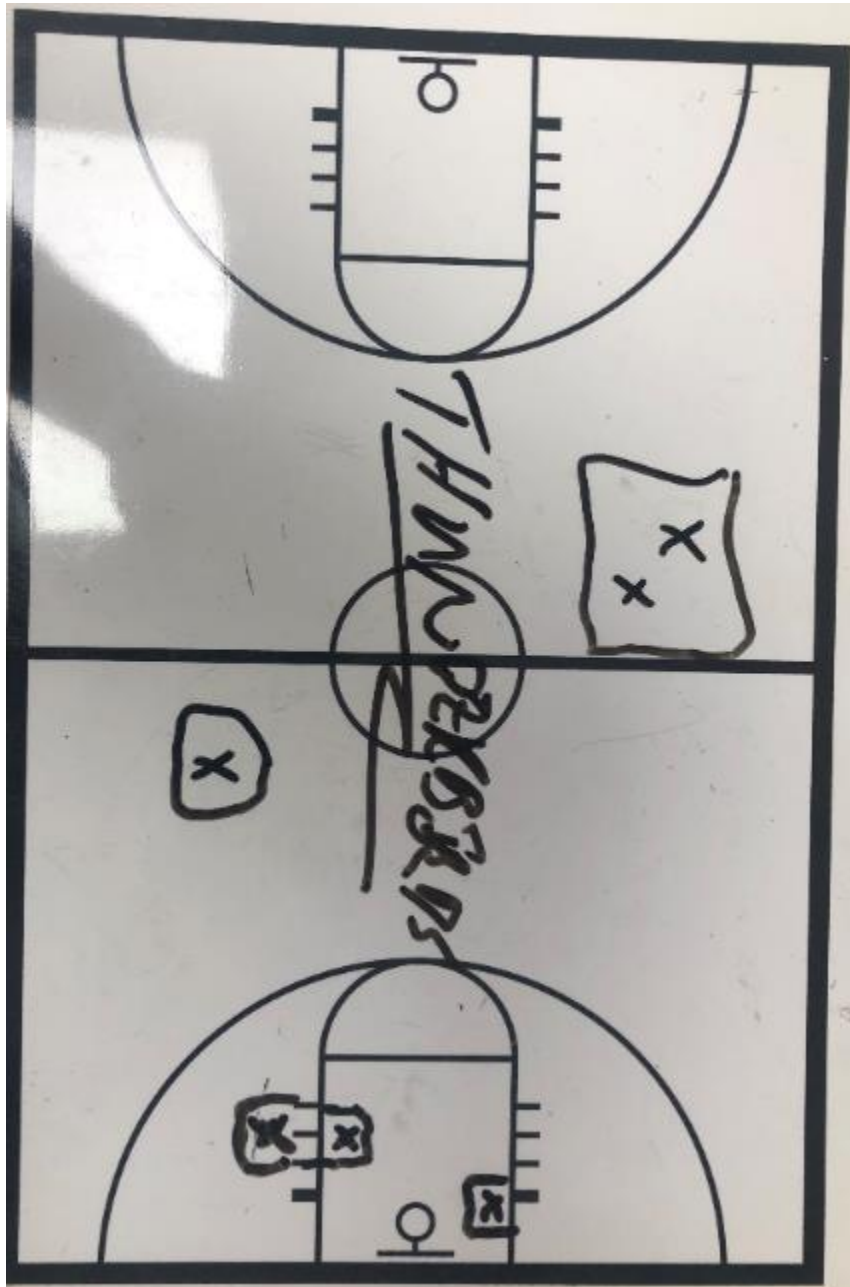
* Court measurements are to the outside of the lines

** All court lines are 5 cm wide

*** Sports Imports recommends that all floorplates and uprights be on a min. spread of 11.28 m

NO SCALE

There are approximately 6 (marked by X) dead spots on the floor. Each spot is approximately 3' x 3".



<i>Casper College - Bid Form</i>				
T-Bird Gym Floor Refinish RFP #CC545-20				
Qty	UOM	Description	Price Each	Extended Price
1	EACH	All work outlines in RFP		
1	Square Foot	Un-identified Dead Spot Repair		
			<u>TOTAL</u>	-
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)				
Bidder Information:			Comments:	
Company Name:			Mailing Address:	
City:		State:		Zip:
Phone Number:			Fax:	
Bidders Name (print):			Title:	
Signature:			Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.				