



Request for Proposal:
STUDENT HOUSING MATTRESSES

Request for Proposal Number:
#CC556-21

PROPOSAL DUE DATE AND TIME:
5/18/2021 – 2:00 P.M. Mountain Time

Request for Proposal Opening:
05/18/2021 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam
E-MAIL ADDRESS: shane.pulliam@caspercollege.edu
TELEPHONE NO.: (307) 268-2633

TABLE OF CONTENTS

SECTION ONE: DEFINITIONS AND TERMINOLOGY

SECTION TWO: INSTRUCTIONS TO BIDDERS AND BID REQUIREMENTS

1. General Conditions
2. Preparation of Proposals
3. Submission / Modifications / Withdrawals / Late Bids
4. Questions About RFP / Addendums
5. Bid Opening
6. Award and Contract Information

SECTION THREE: SPECIFICATIONS

SECTION FOUR: EVALUATION METHODOLOGY

1. Overview
2. Evaluation Criteria

SECTION FIVE: BID FORM

SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

Addendum: Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bid documents or the related procurement documents.

Bid / Bid Form: The price and/or form that is submitted to the college to fulfill the request for proposal.

Bidder / Firm: The company/vendor that is submitting a bid.

Contract: A agreement between Casper College and the bidder that will includes a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the bidder's response to the RFP.

Contractor: The Company awarded a contract or PO for this Bid.

Evaluation Committee / Stakeholders: Casper College hired contractors or employees that have an interest in the project.

Purchase Order / PO: A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

Request for Proposal (RFP) / Proposal: This formal publicly released document outlining a need and inviting businesses to submit bids to fulfill our request.

Specifications / Scope of Work: Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

SECTION 2: Instructions to Bidders and Bid Requirements

1. General Conditions:

- 1.1. The Procurement Department will receive proposals for providing student housing mattresses. Proposals are due no later than **May 18, 2021, 2:00 P.M. Mountain Time.**
- 1.2. 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.
- 1.3. Casper 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
- 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.
- 1.5. Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act. decisions

- 1.6. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- 1.7. All proposals 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). Proposals in their entirety cannot be specified as proprietary or confidential.

2. Preparation of Proposals

- 2.1. Bidders are encouraged to examine all documents, specifications, scope of work or drawings, addendum(s), and attend scheduled site visits associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations and/or verbal communication resulting from the use of incomplete proposal documents.
- 2.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (see *SECTION FIVE*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
- 2.3. 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.
- 2.4. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.
- 2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
- 2.6. Proposal prices must include all material, labor, installation, removal and proper disposal of existing materials, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY. Include a copy of material and labor warranties when applicable. In case of error in the extension of prices in the proposal, unit prices will govern.
- 2.7. Expenses incurred in proposal preparation, pre-bid meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.
- 2.8. All Bid Documents will be available free of charge at www.caspercollege.edu/offices-services/purchasing and www.rockymountainbidsystem.com

3. Submission / Modifications / Withdrawals / Late Bids

- 3.1. Sealed proposals should be accompanied by the attached Casper College – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by due date and time. Any proposal that this not sealed or in possession of the representative by the due date and time will be rejected.
- 3.2. On the Bid Form the Total Lump Sum Price will need to include all costs to complete the item out lined on the Bid Form and in the proposal. This is including but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, peridium, tax, shipping, and removal and proper disposal of existing materials.
- 3.3. Sealed Proposals must be mailed or hand delivered to:

Attention: Procurement Department GW #311
Casper College
125 College Drive
Casper, WY 82601
- 3.4. Clearly mark on the outside of your sealed proposal “STUDENT HOUSING MATTRESSES and RFP #CC556-21”.
- 3.5. A proposal that is in the possession of the Procurement Office may be modified 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.
- 3.6. Modifications must be initialed by the person signing the proposal.
- 3.7. 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.
- 3.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
- 3.9. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
- 3.10. Telephone, fax, or electronic submittals will not be accepted.

4. Questions About the RFP / Addendums

- 4.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.
 - Shane Pulliam, Director of Procurement
 - 125 College Drive
 - Casper, WY 2601
 - Phone: (307) 268-2633
 - Fax: (307) 268-2880
 - Email: shane.pulliam@caspercollege.edu

- 4.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 05/13/2021 2:00 pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 1 business day from the above date and time.
- 4.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on www.rockymountainbidsystem.com and www.caspercollege.edu/offices-services/purchasing.
- 4.4. Bidders are responsible for checking these sites before submitting their proposal. All issued addendums should be acknowledged on the bid form.

5. Bid Opening

- 5.1. A public bid opening of each bid received will be conducted on date: 05/18/2021 at 2:00pm mountain time. The location will be room 310 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
- 5.2. Each firm submitting a bid agrees that their Bid shall remain valid for a minimum of sixty (60) calendar days from the date of closing of this Bid.

6. Award and Contract Information:

- 6.1. The bidder expressly warrants to Casper College that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.
- 6.2. Awarded bidder is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of Casper College.
- 6.3. In the event that the successful bidder decides not to accept the contract, Casper College reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.

SECTION 3: SPECIFICATIONS

1. Mattresses are Twin XL sized
2. Mattresses needs to be a minimum of 6 inches of foam (no innerspring).
3. Mattresses should have antimicrobial cover that can be removed and wiped down for easy cleaning/disinfecting. Cover should repel liquids, bed bugs, and other pests/allergens.
4. Delivery to the Casper College residence hall.
5. Removal of the existing mattresses from their existing spot, and proper disposal / recycling of the old mattresses.

6. Installation of the mattresses to their final spot in each room on the bed frame, and clean up of any material.
7. Bids should address the following areas for the quoted product:
 - 7.1. Warranty information
 - 7.2. Information on foam (thickness, firm/plush, etc.)
 - 7.3. Information about mattress cover material, its cleanability, and what cleaning products can be used on it.
 - 7.4. Anticipated project lead times for requested quantity

SECTION 4: EVALUATION METHODOLOGY

1. Overview:

- 1.1. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. Proposals will be evaluated by all Casper College stakeholders. The evaluation committee is made up of members representing the project subject expertise.

2. Evaluation Criteria:

- 2.1. 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 what is deemed the best value to the college.
 - **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 purchases (if any) on our campus.
 - **Experience:** How much experience does the bidder and their personnel have with the work they are proposing.
 - **Timeliness:** Time required to complete the project. Can the bidder 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.

Shane Pulliam



Casper College
Director of Procurement

SECTION 5: BID FORM

(Please submit any warranty information, specification, photos, brochures, or any other pertinent information along with your bid form.)

<i>Casper College - Bid Form</i>				
STUDENT HOUSING MATTRESSES RFP #CC556-21				
Qty	UOM	Description	Price Each	Extended Price
500	EA	Twin XL Mattress		
500	EA	Mattress Cover		
1	FR	Total Freight		
1	EA	Disposal Price		
1	EA	Install Price		
			GRAND TOTAL =	
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)				
Bidder Information:			Comments:	
Bidder 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.				