



Request for Proposal:  
Campus AV Equipment Install

Request for Proposal Number:  
#CC558-21

PROPOSAL DUE DATE AND TIME:  
June 22, 2021 – 2:00 P.M. Mountain Time

Request for Proposal Opening:  
June 22, 2021 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:  
June 8, 2021 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam  
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## 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.

**Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.

**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 labor to install AV equipment around our campus. Proposals are due no later than **6-22-2021, 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.
- 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. If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values will need to be agreed upon by the bidder and Casper College. Paying invoices will be based upon the bidder successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services. Casper College prefers the AIA G702 format.
  - 2.8. 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.
3. Pre-Proposal Meeting and Job Walk
- 3.1. A non-mandatory pre-proposal meeting will be held on 6/8/2021 at 2:00 pm mtn time. The meeting location will be the Gateway Building room 311 on Casper Colleges Campus. After the meeting is concluded a job walk will begin for potential bidders to view the work site.
  - 3.2. This meeting and job walk are non-mandatory but strongly recommended that bidders view the job-site(s) before bidding.
  - 3.3. Casper College stakeholders will be present at the pre-proposal meeting to answer any questions with respect to interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites the RFP is posted.
  - 3.4. All Bid Documents will be available free of charge at [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)
4. Submission / Modifications / Withdrawals / Late Bids
- 4.1. 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.
  - 4.2. 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.
  - 4.3. Sealed Proposals must be mailed or hand delivered to:  
  
Attention: Procurement Department GW #311  
Casper College  
125 College Drive  
Casper, WY 82601
  - 4.4. Clearly mark on the outside of your sealed proposal "Campus AV Equipment Install and RFP #CC558-21".

- 4.5. 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.
  - 4.6. Modifications must be initialed by the person signing the proposal.
  - 4.7. 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.
  - 4.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
  - 4.9. 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.
  - 4.10. Telephone, fax, or electronic submittals will not be accepted.
5. Questions About the RFP / Addendums
- 5.1. 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](mailto:shane.pulliam@caspercollege.edu)
  - 5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 06/14/2021 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.
  - 5.3. 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](http://www.rockymountainbidsystem.com) and [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing).
  - 5.4. Bidders are responsible for checking these sites before submitting their proposal. All issued addendums should be acknowledged on the bid form.
6. Bid Opening
- 6.1. A public bid opening of each bid received will be conducted on date: 06/22/2021 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.
  - 6.2. Each firm submitting a bid agrees that their Bid shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this Bid.

7. Award and Contract Information:

- 7.1. A formal Contract will be issued by Casper College for this project. The contract between Casper College and the successful bidder 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.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. Final payment of 10% of the total contract amount will be made the Forty-first (41) day after the first Notice of Completion and Acceptance of all work under the contract has been advertised in a newspaper nearest the point where the work took place (W.S.16-6-116 through 16-6-117).

8. Required Documentation for Awarded Proposal

- 8.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.

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

- 8.2. Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
- 8.3. When the proposal price exceeds \$50,000.00 the successful bidder must deliver to Casper College an executed Contractor's Performance and Payment Bond. The bond amounts must be equal to or greater than One Hundred Percent (100%) of the accepted proposal price as surety for the faithful performance of the contract.
- 8.4. Casper College reserves the right to request an executed Contractor's Performance and Payment Bond if the proposal price is under the \$50,000 price. The costs of these bonds will be allowed to be added to the overall proposal price.

- 8.5. Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
- 8.6. In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverage's, as hereinabove provided, Casper College shall have the right to cancel and terminate the Contract forthwith and without notice.

9. Qualifications of Bidder

- 9.1. The bidder may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. These projects will need to be completed with in the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.
- 9.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. Casper College will cooperate with the successful bidder in obtaining all licenses and/or permits. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

10. Laws and Regulations

- 10.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.
- 10.2. Applicable Wyoming State Statutes
  - Casper College shall apply the following State of Wyoming Statutes to this proposal.
    - ◆ W.S. 16-6-101 through 121 titled "Public Property – Public Works and Contracts"
    - ◆ W.S. 16-6-201 through 206 titled "Preference for State Laborers"
    - ◆ W.S. 16-6-701 through 708 titled "Construction Contracts with Public Entities"
    - ◆ W.S. 27-4-401 through 413 titled "Prevailing Wages"
- 10.3. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

11. Environment, Health, and Safety

- 11.1. The bidder agrees to indemnify and hold Casper College harmless for any release of toxic wastes or hazardous material, and / or any violation of laws or regulations of the EPA or DEQ that is caused by the bidder.
- 11.2. The bidder shall provide Casper College with a current copy of all applicable Safety Data Sheet (SDS) for each chemical, material, or product used during the performance of this scope of work.
- 11.3. Bidder shall not dispose of any hazardous waste on campus. The bidder is responsible for off-site hazardous waste disposal, and any associated costs, fees, or permits associated with such disposal.



- 11.4. The successful bidder shall take reasonable and proper care of Casper College property, facilities and equipment under its care, custody, and control in a manner which shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.
- 11.5. The bidder shall be responsible for implementing safety measures for the protection of their employees, students, Casper College employees, and members of the public during all phases of the contract work. The bidder shall be responsible for the supply and placement of traffic safety cones, barricades, warning signs, etc.

### SECTION 3: Schedule of Activities

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	05/27/2021	N/A
Site Visit (recommended)	06/8/2021	2:00 pm
Last Date for clarification inquiries	06/14/2021	2:00 pm
Proposal submission deadline/Proposal opening	06/22/2021	2:00 pm
Project Award	Week of 06/28/2021 (estimated)	N/A
Project Start	07/06/2021	8:00 am
Substantial Completion	08/16/2021	4:30 pm

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### SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

1. Labor to install speakers and amps in 32 rooms around Casper College campus.
2. Labor to remove existing short throw projectors in 23 rooms and ceiling projectors in 44 rooms.
3. Labor to install existing short throw projectors in 23 rooms and ceiling projectors in 44 rooms.
4. All major components will be supplied by Casper College.
5. Casper College will supply all HDMI cables, extenders, adapters, and wire.
6. Vendor will be responsible to supply miscellaneous materials such as wire nuts, connectors, electrical tape, etc....

### SECTION 5: 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 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 bidder submitting the bid performing the work or are they sub-contracting the project?
- **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 6: BID FORM

<i>Casper College - Bid Form</i>				
Campus AV Equipment Install RFP #CC558-21				
Qty	UOM	Description	Price Each	Extended Price
	HR	Labor		
	Day	Travel / Hotel		
	Day	Per Diem		
	LOT	Misc. Supplies	X	
			<b><u>GRAND TOTAL=</u></b>	-
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)				
<b>Bidder Information:</b>			<b>Comments:</b>	
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.				