



Request for Proposal:
REPLACE LIESINGER HALL ROOFTOP UNITS

Request for Proposal Number:
#CC617-26

PROPOSAL DUE DATE AND TIME:
April 30, 2026 – 2:00 P.M. Mountain Time

Request for Proposal Opening:
April 30, 2026 – 2:00 P.M. Mountain Time

Question Deadline:
April 23, 2026 – 4:00 P.M. Mountain Time

Non-Mandatory Site Visit:
April 23, 2026 – 1:00 P.M. Mountain Time

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

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SECTION 1: Definitions and Terminology

In this bid and related procurement documents, the following terms shall have the meanings specified below. These definitions apply to both singular and plural forms, and the terms may be used interchangeably.

- **Addendum:** Written or graphic documents issued before bid opening that clarify, correct, or modify the bid or related procurement documents.
- **Bid / Bid Form:** The pricing and/or submission provided to the College in response to the Request for Proposal (RFP).
- **Bidder / Firm:** The company or vendor submitting a bid.
- **Contract:** An agreement between Casper College and the awarded bidder, which includes a written contract, RFP, addenda (if any), purchase orders, purchase order terms and conditions, and the bidder's response to the RFP.
- **Contractor:** The company awarded a contract or purchase order as a result of this bid.
- **Evaluation Committee / Stakeholders:** Casper College employees or contracted personnel involved in the project who have a vested interest in the selection process.
- **Purchase Order (PO):** A contractual agreement between Casper College and a firm for goods or services, outlining payment terms, delivery dates, item details, quantities, freight terms, and other conditions.
- **Request for Proposal (RFP) / Proposal:** A formal, publicly released document outlining Casper College's needs and inviting businesses to submit bids to fulfill the request.
- **Schedule of Values:** A detailed list of project work items, from start to finish, including associated costs, which bidders will use to request payment throughout the project.
- **Specifications / Scope of Work:** The portion of the proposal that provides written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details relevant to the project.

SECTION 2: Instructions to Bidders and Bid Requirements

1. The Procurement Department will receive proposals for the Replace Liesinger Hall Rooftop Units. Proposals are due no later than **April 30, 2026, at 2:00 P.M. Mountain Time.**
 - a. Casper College reserves the right to waive irregularities and informalities, even those listed as mandatory requirements, as long as doing so does not provide an unfair advantage to the bidder submitting the proposal or disadvantage competing bidders.
 - b. Casper College may accept or reject any or all proposals. The college is not obligated to select the lowest bid but rather the proposal that is deemed to be in the institution's best interest. While pricing is an important factor, it will not be the sole consideration when evaluating proposals.
 - c. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid or promised in connection with this request for proposal. The bidder also warrants that no individual receiving payment under the proposal is engaged in activities that would create a conflict of interest.

- d. Casper College ensures that minority business enterprises are afforded full opportunity to submit proposals. The college will not discriminate based on age, race, color, sex, creed, religion, national origin, or disability status. Additionally, the successful bidder must comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- e. The bidder certifies that all persons employed by their firm, affiliates, subsidiaries, holding companies, or subcontractors are treated equally, without regard to 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, which could result in contract cancellation, termination, or suspension by the owner.
- f. All proposals submitted in response to this request become public records and are subject to public inspection. Any proprietary or confidential information must be clearly identified and will only be treated as such to the extent permitted under the Open Records Act. Proprietary or confidential information is defined as information that is not generally known to competitors and may provide a competitive advantage (pricing is **not** considered proprietary or confidential). A proposal cannot be designated as proprietary or confidential in its entirety.

2. Preparation of Proposals

- a. Bidders are encouraged to examine all documents, specifications, scope of work, drawings, and addenda associated with the request for proposal (RFP) and to attend scheduled site visits. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in the preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations, or verbal communications resulting from the use of incomplete proposal documents.
- b. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (see **Section Five**) must be completed, signed, and returned by the authorized agent of the respective firm. All required bid documents must be submitted with the bidder's sealed bid.
- c. 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 accompany any deviations or substitutions offered. If a specifications deviation statement and accompanying specifications are not provided, the bidder shall be held accountable for full compliance with the RFP specifications.
- d. Failure to submit a specifications deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered or the entire proposal.
- e. A proposal may be rejected if it modifies any provisions, specifications, or minimum requirements of the RFP.
- f. Proposal prices must include all materials, labor, installation, removal, and proper disposal of existing materials, bonds, insurance, profit, and delivery (FOB Casper College, Casper, WY). A copy of material and labor warranties must be included when applicable. In case of an error in price extension in the proposal, unit prices will govern.

- g. If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values must be agreed upon by both the bidder and Casper College. Payments will be based on the bidder's successful completion of deliverables within the stated deadlines and upon the Agency's written acceptance of those deliverables or services. Casper College prefers the **AIA G702** format.
- h. Expenses incurred in proposal preparation, pre-bid meetings, site visits, submission, presentations, and demonstrations are the responsibility of the bidder and will not be reimbursed by Casper College.

3. Pre-Proposal Meeting and Job Walk

- a. A **non-mandatory** pre-proposal meeting will be held on April 21, 2026, at 2:00 P.M. Mountain Time in Gateway Building Room 310 of the Gateway Building on the Casper College Campus. After the meeting concludes, a job walk will begin for potential bidders to view the work site.
- b. While attendance is not mandatory, it is strongly recommended that bidders visit the job site(s) before submitting their bids.
- c. Casper College stakeholders will be present at the pre-proposal meeting to answer questions regarding interpretation or clarification of this proposal. If any interpretations or clarifications are deemed essential/material, an addendum will be issued on all websites where the RFP is posted.
- d. All bid documents will be available free of charge at:
 - i. www.caspercollege.edu/offices-services/purchasing
 - ii. www.rockymountainbidsystem.com

4. Submission, Modifications, Withdrawals, and Late Bids

- a. Sealed proposals must 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 by the due date and time. **Any proposal that is not sealed or received after the due date and time will be rejected.**
- b. The Total Lump Sum Price on the Bid Form must include all costs necessary to complete the outlined work, including, but not limited to, labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, per diem, tax, shipping, and removal/disposal of existing materials.
- c. Sealed proposals must be mailed or hand-delivered to:
 - Attention: Procurement Department GW #311
 - Casper College
 - 125 College Drive
 - Casper, WY 82601
- d. Clearly mark the outside of your sealed proposal with: **"REPLACE LIESINGER HALL ROOFTOP UNITS #CC617-26"**

- e. A proposal in possession of the Procurement Office may be modified or withdrawn by email, fax, or letter bearing the signature of the authorized bidder, provided it is received before the proposal opening deadline.
- f. Modifications must be initialed by the person signing the proposal.
- g. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope before the proposal opening deadline.
- h. Telephone or verbal alterations or withdrawals of a proposal will **not** be accepted.
- i. If a proposal is accepted and the bidder fails to furnish the agreed-upon services, the bidder may be disqualified from future consideration.
- j. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFP / Addenda

- a. All inquiries related to the RFP should be directed to:

Shane Pulliam, Director of Procurement
125 College Drive, Casper, WY 82601
Phone: (307) 268-2633
Fax: (307) 268-2880
Email: shane.pulliam@caspercollege.edu

- b. All inquiries must be submitted no later than **April 23, 2026 at 4:00 P.M. Mountain Time**. Questions received after this deadline will not be considered. Casper College will make every effort to post addenda within one business day of this deadline.
- c. All changes or clarifications to the RFP will be made by written addendum issued by the Casper College Procurement Department. No oral or telephone interpretations shall be binding. Addenda will be posted at:
 - i. www.rockymountainbidsystem.com
 - ii. www.caspercollege.edu/offices-services/purchasing
- d. Bidders are responsible for checking these sites before submitting their proposal. All issued addenda must be acknowledged on the bid form.

6. Bid Opening

- a. A public bid opening will be conducted on April 30, 2026, at 2:00 PM Mountain Time in Room 312 of the Gateway Building on the Casper College campus. The bid opening is a public meeting and is open to anyone interested in attending.
- b. Each firm submitting a bid agrees that its bid shall remain valid for a minimum of forty-five (45) calendar days from the bid closing date.

7. Award and Contract Information

- a. A formal contract may be issued by Casper College for this project. The contract between Casper College and the successful bidder will include the terms of the formal written contract, the request for proposal (RFP), any addendums, attachments, purchase orders, purchase order terms and conditions, and the bidder's response to the RFP.
- b. The bidder expressly warrants that it has the ability, expertise, and required legal credentials to perform the contract if awarded. The bidder shall use the highest standards of professional workmanship in fulfilling the contract.
- c. The awarded bidder is prohibited from subcontracting, assigning, or transferring the contract, its rights, title, interest, or execution authority to any other firm without prior written consent from Casper College.
- d. If the successful bidder declines to accept the contract, Casper College reserves the right to:
 - i. Award the contract to the second most qualified bidder,
 - ii. Reissue the request for proposal, or
 - iii. Cancel the request for proposal.
- e. Final payment of 5% of the total contract amount will be made on the 41st day after the first Notice of Completion and Acceptance of all work under the contract has been advertised in a newspaper nearest to the project location (W.S. 16-6-116 through 16-6-117 and 16-6-702).

8. Required Documentation for Awarded Proposal

- a. The bidder awarded this proposal must provide a certificate of insurance with the following minimum coverage and limits, naming Casper College as an additional insured. This certificate must be on file with the Procurement Department before work can begin.
 - i. **Commercial General Liability**
 - 1. Each Occurrence: **\$1,000,000**
 - 2. Personal Injury/Advertising Injury: **\$1,000,000**
 - 3. General Aggregate: **\$2,000,000**
 - 4. Products/Completed Operations: **\$2,000,000**
 - ii. **Business Automobile**
 - 1. Combined Single Limits: **\$1,000,000**
- b. A current State of Wyoming Unemployment Insurance Certificate of Good Standing and a Workers' Compensation Certificate of Good Standing must be on file with the Procurement Department before work can begin.
- c. If the proposal price exceeds \$50,000.00, the successful bidder must provide Casper College with an executed Contractor's Performance and Payment Bond. The bond amount must be equal to or greater than 100% of the accepted proposal price to ensure the faithful performance of the contract.
- d. Casper College reserves the right to request a Contractor's Performance and Payment Bond for proposals under \$50,000. If required, the cost of these bonds may be added to the overall proposal price.

- e. Approval of insurance coverage by Casper College does not relieve or decrease the bidder's liability. All bidder's insurance policies shall be primary and non-contributory.
- f. If the successful firm fails to maintain Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, or other required insurance coverage, Casper College reserves the right to cancel and terminate the contract immediately without notice.

9. Qualifications of Bidder

- a. The bidder may be required to submit three (3) letters of reference from past projects similar to the work described in the request for proposal. These projects must have been completed within the last three (3) years. The Procurement Department will require the names, phone numbers, and addresses of these references.
- b. The bidder is responsible for securing and paying for **all** applicable federal, state, and local licenses and/or permits required for the work outlined in the request for proposal. Casper College will cooperate with the successful bidder in obtaining the necessary licenses and/or permits. The successful bidder must also pay any and all taxes, fees, and assessments associated with the performance of the contract.

10. Laws and Regulations

- a. The successful firm shall comply with all applicable federal, state, county, and city laws, ordinances, and regulations related to contract performance. The successful bidder shall also comply with all Casper College policies.
- b. Applicable Wyoming State Statutes

Casper College shall apply the following State of Wyoming Statutes to this proposal:

- a. **W.S. 16-6-101 through 121** – Public Property – Public Works and Contracts
 - b. **W.S. 16-6-201 through 206** – Preference for State Laborers
 - c. **W.S. 16-6-701 through 708** – Construction Contracts with Public Entities
 - d. **W.S. 27-4-401 through 413** – Prevailing Wages
- c. The bidder is solely responsible for ensuring compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

11. Environment, Health, and Safety

- a. The bidder agrees to indemnify and hold Casper College harmless from any release of toxic waste or hazardous materials, as well as any violations of EPA or DEQ regulations caused by the bidder.
- b. The bidder must provide Casper College with a current Safety Data Sheet (SDS) for each chemical, material, or product used during the contract work.
- c. The bidder shall not dispose of hazardous waste on campus. The bidder is responsible for off-site hazardous waste disposal and must cover any associated costs, fees, or permits required for such disposal.

- d. The successful bidder must exercise reasonable care in handling Casper College property, facilities, and equipment. The bidder must ensure no violations, abuse, or misuse of said property, facilities, or equipment occurs.
- e. The bidder is responsible for implementing and maintaining safety measures to protect its employees, students, Casper College employees, and the public during all contract phases. The bidder must supply and place traffic safety cones, barricades, warning signs, and other necessary safety equipment as required.

SECTION 3: Schedule of Activities

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	4/1/2026	N/A
Site Visit (recommended)	4/21/2026	2:00 pm
Last Date for clarification inquiries	4/23/2026	2:00 pm
Proposal submission deadline/Proposal opening	4/30/2026	2:00 pm
Project Award	Week of 5/3/2026 (estimated)	N/A
Project Start	5/18/2026	8:00 am
Substantial Completion	8/1/2026	4:30 pm

SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

1) Project Overview

- a) This project consists of the removal and replacement of five (5) existing rooftop HVAC units on a one-story commercial building. Work includes all labor, materials, equipment, and coordination necessary to provide fully operational and code-compliant systems. All new units shall be selected and provided to fit existing roof curbs unless otherwise approved. Casper College will review and approve of the units prior to the award of the bid.

2) Pre-Construction Activities

- a) Conduct site visit to verify existing conditions, measurements, curb dimensions, and access requirements.
- b) Confirm compatibility of new rooftop units with existing roof curbs prior to procurement.
- c) Review existing mechanical, electrical, and structural systems.
- d) Obtain all required permits and approvals from local authorities.
- e) Coordinate work schedule with building owner to minimize disruption to operations.
- f) Develop safety plan, including fall protection and roof access procedures.

3) Demolition and Removal

- a) Disconnect and safely remove five (5) existing rooftop units.
- b) Recover refrigerant in accordance with EPA regulations.
- c) Remove associated components as required (excluding curbs unless damaged or non-compatible).
- d) Dispose of all removed equipment and materials in compliance with local regulations.

4) Roof Preparation

- a) Inspect existing roof curbs for structural integrity and suitability for reuse.
- b) Modify curbs only if required and approved; preference is to reuse existing curbs without modification.
- c) Coordinate roofing work to maintain watertight integrity (flashing, sealing, patching).
- d) Ensure all penetrations are properly sealed and weatherproofed.

5) Installation of New Rooftop Units

- a) Furnish and install five (5) new rooftop HVAC units specifically designed to match existing curb dimensions and duct configurations.
- b) Units that do not fit existing curbs will not be accepted without prior approval.
- c) Set units using crane or appropriate lifting equipment.
- d) Secure units to curbs and ensure proper alignment and leveling.
- e) Install new vibration isolation as required.

6) Mechanical Work

- a) Reconnect existing ductwork to new units, minimizing modifications by matching existing configurations.
- b) Fabricate minor duct transitions only if necessary due to field conditions.
- c) Install new flexible duct connectors where required.
- d) Ensure proper airflow and sealing of all duct connections.
- e) Install condensate drain piping and ensure proper drainage.

7) Electrical Work

- a) Contractor shall be fully responsible for all electrical work associated with the rooftop unit replacement.
- b) Disconnect and remove existing electrical connections.
- c) Provide and install all new electrical connections, including wiring, conduit, fittings, and disconnects as required.
- d) Verify compatibility of existing electrical service with new units.
- e) Upgrade electrical components if required to meet code and equipment specifications.
- f) Verify proper voltage, phase, and amperage.
- g) Install and connect all controls wiring and integrate with existing building control systems if applicable.
- h) All electrical work shall be performed in accordance with applicable codes and by licensed personnel.

8) Controls and Commissioning

- a) Start up and test each unit to ensure proper operation.
- b) Verify thermostat/control functionality.
- c) Balance airflow as required.
- d) Confirm proper refrigerant charge and system performance.
- e) Provide commissioning documentation.

9) Safety and Compliance

- a) Comply with all OSHA safety standards.
- b) Ensure all work meets applicable building codes and mechanical/electrical codes.
- c) Maintain clean and safe worksite throughout project duration.

10) Project Closeout

- a) Provide owner with operation and maintenance manuals.
- b) Deliver warranty documentation for all equipment and labor.
- c) Conduct final walkthrough with owner/representative.
- d) Address punch list items promptly.

11) Exclusions (if applicable)

- a) Structural reinforcement beyond existing roof capacity (unless noted).
- b) Major electrical service upgrades beyond unit connections (unless required for code compliance and included in contractor scope).
- c) Building automation system upgrades unless specified.
- d) Hazardous material abatement (e.g., asbestos) unless identified and included

12) Documents

- a) See Attachment #1 – Liesinger Hall RTU's

SECTION 5: EVALUATION METHODOLOGY

1. Overview

- a. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of all proposals received in response to this Request for Proposal (RFP). Proposals will be evaluated by all relevant Casper College stakeholders. The evaluation committee will consist of members with expertise related to the project. Casper College preference is to use the existing curbs. If the bidder can not match these please note this is your proposal. Although not disqualifying this will be a factor in the final decision of who the job is awarded to.

2. Evaluation Criteria

- a. Proposals will be evaluated based on, but not limited to, the following criteria (not necessarily in priority order):
 - i. **Pricing:** While pricing is a consideration, the bidder offering the lowest price may not necessarily be awarded the contract. The award will be based on what is deemed the best value for Casper College.
 - ii. **Specifications/Qualifications:** The bidder must meet the terms, criteria, and qualifications necessary for this proposal.
 - iii. **Quality of Materials:** Are the proposed products of acceptable quality?
 - iv. **Reputation:** Evaluation of the bidder's references, past performance, and other relevant information available to Casper College, **including** results of previous projects (if any) conducted on campus.
 - v. **Experience:** The level of experience and expertise of the bidder and their personnel related to the proposed work.
 - vi. **Subcontracting:** Will the bidder be performing the work directly, or will portions of the project be subcontracted?
 - vii. **Timeliness:** The bidder's ability to complete the project within the required timeframe. Can the bidder meet the completion dates specified in the proposal?
 - viii. **Warranty:** The scope, coverage, and duration of the warranty offered for both materials and labor.
 - ix. **Other Factors:** Additional miscellaneous criteria relevant to the proposal.

Shane Pulliam



Casper College
Director of Procurement

SECTION 6: BID FORM

<i>Casper College - Bid Form</i>			
REPLACE LIESINGER HALL ROOFTOP UNITS #CC617-26			
Qty	UOM	Description	Price
1	LT	Labor and Materials – REPLACE LIESINGER HALL ROOFTOP UNITS	
			<u>TOTAL=</u>
			<u>GRAND TOTAL=</u>
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.			