



Request for Proposal:
CASPER COLLEGE ROOF HYDRANT INSTALLIATION

Request for Proposal Number:
#CC623-26

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

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

Question Deadline:
June 25, 2026 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:
June 23, 2026 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam
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TABLE OF CONTENTS

SECTION ONE: DEFINITIONS AND TERMINOLOGY

SECTION TWO: INSTRUCTIONS TO BIDDERS AND BID REQUIREMENTS

1. General Conditions
2. Preparation of Proposals
3. Pre-Proposal Meeting and Job Walk
4. Submission / Modifications / Withdrawals / Late Bids
5. Questions About RFP / Addendums
6. Bid Opening
7. Award and Contract Information
8. Required Documentation for Awarded Proposal
9. Qualification of Bidder
10. Laws and Regulations
11. Environment, Health, and Safety

SECTION THREE: SCHEDULE OF ACTIVITIES

SECTION FOUR: SPECIFICATIONS AND SCOPE OF WORK

SECTION FIVE: EVALUATION METHODOLOGY

1. Overview
2. Evaluation Criteria

SECTION SIX: BID FORM

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 Casper College Roof Hydrant Installation. Proposals are due no later than **July 2, 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 June 23, 2026, at 2:00 P.M. Mountain Time. The meeting will be held in room 312 at the Gateway building on the Casper College. 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: "CASPER COLLEGE ROOF HYDRANT INSTALLATION CC623-26"

- 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 **June 25, 2026 at 2:00 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 July 2, 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>	6/8/2026	N/A
Site Visit (recommended)	6/23/2026	2:00 pm
Last Date for clarification inquiries	6/25/2026	2:00 pm
Proposal submission deadline/Proposal opening	7/2/2026	2:00 pm
Project Award	Week of 7/9/2026 (estimated)	N/A

SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

1. **Project Description**

The Contractor shall provide all labor, materials, equipment, permits, supervision, and incidentals necessary to furnish and install freeze-less hydrants to provide potable water service on the roof of the buildings. The intent of this project is to provide year-round access to water for maintenance and operational purposes while protecting the water supply system from freezing conditions. The locations and quantities of the hydrants are: Liesinger Hall 3 units, Strausner Hall 1 units, Goodstien Library 1 unit, Krampert Theater 1 unit, Career Studies 1 unit, Student Union Building 1 unit, Werner Tech 1 unit, and Life Science 1 unit.

2. **Scope of Work**

The Contractor shall:

- a. Verify existing building plumbing systems and identify the most practical connection point for supplying potable water to the new roof-mounted hydrants.
- b. Furnish and install freeze-less wall hydrants or roof hydrants specifically designed for freeze protection and exterior use in climates subject to freezing temperatures.
- c. Extend domestic cold-water piping from the existing plumbing system to the new hydrant locations. Piping shall be sized appropriately to maintain adequate flow and pressure.
- d. Route piping through the building structure to the roof in a manner that minimizes disruption to building operations and maintains the integrity of all building systems.
- e. Provide all required roof penetrations, flashing, waterproofing, and weatherproofing necessary to maintain a watertight roof system. All roof work shall be coordinated with the building owner's roofing requirements and manufacturer recommendations.

- f. Install hydrants at locations shown on the construction documents or as directed by the Owner's Representative. Please see **Attachment #1 – CC623-26 – Photos** for approximate hydrant location and the closest water source location within the building.
 - g. Provide isolation valves within the building to allow servicing of each hydrant without interrupting water service to the remainder of the facility.
 - h. Provide backflow prevention devices as required by applicable plumbing codes and local regulations.
 - i. Insulate all piping located in unconditioned spaces and provide freeze protection measures where necessary.
 - j. Support all piping in accordance with applicable plumbing codes and manufacturer recommendations.
 - k. Patch and repair all surfaces disturbed during construction, including but not limited to walls, ceilings, roofing systems, insulation, and finishes.
 - l. Perform pressure testing, leak testing, and operational testing of the completed installation.
 - m. Demonstrate proper operation of all installed hydrants to the Owner's Representative.
 - n. Remove all debris and construction materials from the site and leave the work area in a clean condition.
2. **Materials**
- a. Freeze-less hydrants shall be commercial-grade, self-draining, frost-proof units suitable for rooftop installation.
 - b. All piping, fittings, valves, supports, insulation, and accessories shall be new and compatible with the existing building plumbing system.
 - c. Materials shall comply with all applicable federal, state, and local codes.
3. **Contractor Responsibilities**
- a. Field verify all dimensions and existing conditions prior to commencing work.
 - b. Coordinate all work with the Owner to minimize disruption to building operations.
 - c. Obtain all permits and inspections required.
 - d. Comply with all OSHA safety requirements and site-specific safety regulations.
4. **Warranty**
- The Contractor shall provide a minimum one-year warranty on all labor, materials, and equipment furnished under this contract beginning on the date of substantial completion.
5. **Closeout Requirements**
- a. Upon completion of the project, the Contractor shall provide:
 - i. Product data and manufacturer literature for all installed equipment.
 - ii. Warranty documentation.
 - iii. Test and inspection reports.
 - iv. As-built drawings showing piping routes, valve locations, and hydrant locations.

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.

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>			
CASPER COLLEGE ROOF HYDRANT INSTALLATION #CC623-26			
Qty	UOM	Description	Price
1	LT	Labor and Materials – Install 10 freeze-less roof hydrants.	
		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.			