



LARAMIE COUNTY
COMMUNITY COLLEGE

Request for Proposals

to provide

Dust Collection System

Due Date – Proposal Submissions

Thursday, September 10, 2015 by 4:00 p.m.

MANDATORY – Pre-Bid Meeting

Tuesday, August 25 at 10:00 a.m. in Physical Plant Building, Room PO-106

RFP-16030

Solicited by:

Department of Administration and Finance
Division of Contracting and Procurement
1400 East College Drive
Cheyenne, WY 82007

August 11, 2015

I. Proposal Overview

A. Solicitation Intent. Laramie County Community College (LCCC) is seeking a qualified, licensed, professional and experienced firm to provide and install a dust collection system for the Architectural Shop of the Physical Plant.

1. LCCC wants to contract with a firm to provide and install Dust Collection System for Architectural shop of the Physical Plant. The dust collection system will provide NFPA recommend ventilation levels and OSHA standards for all seven pieces of equipment (noting that no more than three pieces would run at one time). The equipment includes miter saw, combo sander, panel saw, radial saw, planner, jointer and table saw. All equipment will have ventilation ducted drops appropriate for that specific piece of equipment. The duct work will need to be constructed in a manner that allows flexibility for the potential relocation of the equipment at a future time. The collector housing will be constructed and located outside the architectural shop as to follow OSHA/NFPA standards, it must be protected from but not impede traffic. Contractor to provide 460V/3 phase/60 hertz power, all electrical work will be in compliance with NECC and local regulations. Floor plan physical plant and of architectural shop provided by owner (Exhibit A). All existing dust collection equipment will be removed and disposed of by contractor. Work shall include all necessary labor, operations, accessories, incidentals, equipment, tools, shipping, material's to complete the work. Contractor will clean and remove from campus all material and trash concluding the project
2. Current system is a bag system with outdoor exhausts.
3. Contractor to specify make, model, size and cubic feet per minute of dust collection system.
4. Contractor to field verify measurements and equipment location.
5. All construction work will be completed by awarded Contractor.

B. Scope of Services

1. Contractor shall provide LCCC with the following:
 - a. Cost proposal
 - b. Make model, size and cubic feet per minute of the system specified
 - c. Installation plan, drawn to scale

II. Mandatory Pre-Bid Meeting

- A. Participating firms are required to attend a mandatory pre-bid meeting to review the specifications and space for the dust collection system. LCCC will only consider proposals from firms that attend the mandatory pre-bid meeting.
- B. Mandatory pre-bid meeting is scheduled for August 25, 2015 at 10:00 a.m. at the Physical Plant building room PO-106.

III. Submission of Proposals

- A.** Participating firms shall submit one (1) original proposal and three (3) copies to the address below. Proposals shall have no more than fifteen (15) pages. **All submittals must be received no later than 4:00 p.m. (prevailing local time) on Thursday, September 10, 2015 at 4:00 p.m.** Proposals shall be sent or delivered to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007
Office: (307) 778-1280

1. Proposal submissions may hand delivered, mailed, or sent via courier. Each respondent is solely responsible for the timely delivery of its proposal by the deadline prescribed above. LCCC will not be responsible for lack of timely delivery regardless of the reason. Failure to meet the submission deadline will result in removal from consideration.
 - a. Minority business enterprises will be afforded full opportunity to submit a proposal and will not be subject to discrimination on the grounds of race, creed, national origin, sex, or handicap in consideration for an award.
- B.** Selection of the successful firm will be based upon their demonstration of expertise and relevant experience. Firms are requested to provide responses to the following:
1. The name of the firm.
 2. The physical and mailing address of the firm.
 3. A brief description of the firm's knowledge and experience in dust collection system design and installation. Please submit photos of relevant work.
 4. A list of at least three (3) references including names, addresses, phone number, and email of individuals at organizations familiar with the firm's performance.
 5. The fees (provided in sealed envelope) that will be charged to provide completed installation.
 6. The firm's proposed scope of work, which, at a minimum must include the items listed in Section I, subsection B.
 7. The estimated amount of time that will be required to deliver the completed schematic design and subsequent installation.
 8. Proposal shall be no longer than fifteen (15) pages.
- C.** LCCC shall review all submissions and will select the firm which in LCCC's determination, is the most qualified to complete the work. LCCC reserves the right to negotiate with successful Proposer any required changes and/or modifications to this RFP prior to signature of Agreement, if deemed in the best interest of LCCC to obtain

the objectives and intent of this RFP, including, but not limited to, budget compliance, scope of work modification, additions and/or deletions.

- D. If submitting the RFP as a Wyoming Resident Company must bring proof of being a Wyoming Resident. Certificate of residency must be current and on file with the State of Wyoming, Department of Work Force Services.
- E. LCCC reserves the right to reject any or all proposals, including without limitation, if they are, in its' sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of any proposal.
- F. All proposals, including attachments, supplementary material, etc. shall become, upon submission to LCCC, the property of LCCC, and will not be returned to the firm.

III. General Requirements

A. Acceptance of Submissions

The College reserves the right to accept or reject any or all submissions received as a result of this solicitation if they are judged to be unacceptable, non-responsive, non-conforming, or conditional; to waive minor irregularities; or to negotiate with any respondent, in any manner necessary, to serve the best interests of the College.

B. Certificate of Insurance

Awarded firm will be expected to meet the minimum insurance coverage requirements of the College per Appendix "A". No work will begin until the College is in receipt of an approved Certificate of Liability Insurance form.

C. Conflict of Interest

The undersigned firm certifies, under penalty of perjury, that to the best of their knowledge and belief, no member of the firm has a direct or indirect interest, financial or otherwise, in the award of this Proposal or in the services to which the Proposal relates. **Additionally, the firm shall identify whether any conflict of interest or known potential conflict exists regarding the future relationship between the College and your firm.**

D. Firm Representation

Firm's, by the act of submitting their proposal, represent that: They have read and understand the RFP document and their submittal is made in accordance therewith; They have familiarized themselves with the local conditions under which the work will be done to their satisfaction; and their submittal is based upon the requirements described in the RFP without exception.

E. Form of Contract

The College uses a standard contract for these services and award is contingent upon available funding and approval of this RFP. LCCC reserves the right to negotiate with the firm or entity who proposal best meets the needs of the College.

F. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by the College.

G. Non-Collusion

The undersigned firm hereby certifies that is, its officers, partners, representatives, agents, or employees has not in any way colluded, conspired, or agreed, directly or indirectly, with any other firm, potential firm or person, in connection with this RFP, to submit a collusive proposal, or to secure through any unlawful act an advantage over other firms or the College.

H. Property of the College

Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of the College. Such proposals, as property of the College, are subject to public disclosure as prescribed by Wyoming Statutes. Proprietary information must be clearly identified in writing and will be protected to the extent allowable by Wyoming Law and College Policy.

I. Public Information

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Proposal is awarded in accordance with applicable sections of the federal "Freedom of Information Act (FOIA) and Wyoming State Statutes §16-4-201.

J. Respondent Inquiries

To ensure uniformity and consistency, strict rules shall apply to the communication process throughout the RFP process, therefore all questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original, legible facsimile, or electronic mail transmission. Oral questions and inquiries will not be allowed nor responded to. Questions and inquiries for this RFP shall be directed to:

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive, Cheyenne WY 82007
E-mail: jspezzano@lccc.wy.edu / Fax: 307.778.4300

K. Submission of Proposals

It is the responsibility of the proposer to carefully examine this RFP and be familiar with all of the requirements, stipulations, provisions and conditions of the RFP project. All changes, additions, alterations, or clarifications shall be done so via a written instrument known as an Addendum. Oral or telephone interpretations shall not be binding on the College.

Professional Services Insurance Requirements

Appendix "A"

CERTIFICATE OF LIABILITY INSURANCE

A. Insurance Coverage/Limits:

Contractor and each of its subcontractors hereunder, if any, shall at its own expense, obtain insurance as provided below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming, in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract/Agreement, unless a later date is specified below.

- a. **Workers' Compensation and Employer's Liability Insurance:** Workers' Compensation insurance or its' equivalent (including Occupational Disease coverage) as required by law for all employees, agents, and subcontractors. Employer's Liability Insurance (including Occupational Disease coverage) in the amount of **\$1,000,000.00 per accident**. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Contractor is domiciled. The Contractor expressly agrees to comply with all provisions of the Workers' Compensation Laws of the state(s) or country wherein said work is being performed.
- b. **General Liability Insurance:** Commercial General Liability insurance covering all operations by or on behalf of Contractor against claims for bodily injury (including mental injury, mental anguish, and death) and property damage (including loss of use). The Commercial General Liability policy will include limits as follows:

i. General Aggregate	\$1,000,000.00
ii. Products and Completed Operations	\$1,000,000.00
iii. Personal Injury and Advertising Injury	\$1,000,000.00
iv. Each Occurrence	\$1,000,000.00
v. Damage to Premises Rented	\$100,000.00
vi. Medical Expense	\$5,000.00

If the policy is written on a claims-made basis, the Contractor will include an automatic extended reporting period of at least five (5) years past the expiration date of the policy.

- c. **Automobile Liability Insurance:** Automobile Liability insurance against claims of bodily injury (including death) and property damage (including loss of use) covering all owned, rented, leased, non-owned, and hired vehicles used in the performance of the Work, with a **minimum limit of \$1,000,000.00 per accident** for bodily injury and property damage combined and

containing appropriate uninsured motorist and No-Fault insurance provision wherever applicable.

- d. **Excess Insurance:** Excess (or Umbrella) Liability insurance with a **minimum limit of \$2,000,000.00 per occurrence/\$2,000,000.00 annual aggregate**. This insurance shall provide coverage **in excess** of the underlying primary liability limits, terms, and conditions for **each** category of liability insurance in the foregoing subsections a, b, and c. This insurance shall be written on a following form basis of underlying coverage, and the aggregate limits, if any, shall apply separately to each annual policy period. If this insurance is written on a claims-made policy form, then the policy shall be endorsed to include an automatic extended period of at least five (5) years.

B. Policy Requirements

- a. **Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the successful Contractor shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Procurement and Contracting specific "Certification" proof shall include:
- i. Certificate of Liability insurance form.
 - ii. State of Wyoming, Department of Employment "Unemployment Insurance Certificate of Good Standing".
 - iii. State of Wyoming, Department of Employment "Workers' Compensation Certificate of Good Standing".

"Certification" may be mailed, faxed or emailed to:

- E-mail: jspezzano@lccc.wy.edu
 - Fax: 307-778-4300 (Attn: Director, Procurement and Contracting)
 - Mail: 1400 East College Drive, Cheyenne, WY 82007 (Attn: Director, Procurement and Contracting)
- b. **Additional Insured Clause:** LCCC shall be listed as the "Additional Insured" on all policies, but only with respect to operations of successful firm under the respective Contract.
- c. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed expect after thirty (30) days prior written notice has been given to LCCC, expect when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **LCCC, Director of Procurement and Contracting**.