

COMPANY NAME: _____
(TYPE FIRM NAME)

BID FORM

Do not modify bid form – any modifications or alteration to this form from its original format will result in reject of the bid.

BID FORM TO BE COMPLETED IN ITS ENTIRETY, INCLUDE COMPANY NAME ON EACH PAGE WHERE INDICATED, AND SIGNED IN INK. SUBMIT BID FOR IN ITS ENTIRETY

BID NO. RFB-16075

BID DESCRIPTION: Flex-Tech Furniture Purchase & Installation

BID DUE DATE: February 23, 2016 at 4:00 p.m. (MST)

This Bid Shall be submitted to:

**Laramie County Community College
Purchasing Office / Administration Building AM-108
1400 E. College Drive, Cheyenne, WY 82007**

BID REQUIREMENTS AND FORMAT

An original Bid shall be completed on this document titled “BID FORM” and submitted per the specifications and requirements of Bid No. RFB-16075. Failure to complete or submit any required portion of this BID FORM; and/or to deface or alter any portion of the Bid Documents shall be cause for rejection of said Bid as being unacceptable, non-responsive, non-conforming or conditional.

The undersigned agrees that their Bid will not be withdrawn for a period of sixty (60) days from the date of Bid opening.

The undersigned Bidder proposes and agrees, if this Bid is accepted, to perform all work and/or services as specified or indicated in the Bid Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bid Documents. Bidder acknowledges that they have included the cost of all insurance requirements, permits, bonds and taxes as required, and will execute and return same in the time allotted within the general conditions of the Bid Documents and subsequently issued Contract.

Bidder is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the work and/or services.

Bidder does not consider that any further examinations, investigations, explorations, tests, studies, specifications, or dates are necessary for the determination of this bid for performance of the work and/or services at the price(s) bid and within the times and in accordance with the other items and conditions of the Bid Documents.

Bidder has given LCCC and Architect written notice of all conflicts, errors, ambiguities or discrepancies that the bidder has discovered in the Bid Documents, and the written resolution thereof by LCCC and Architect is acceptable to bidder. The Bid Documents are generally sufficient to indicate and convey

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understanding of all terms and conditions for the performance of the work and/or services for which this Bid is submitted.

Any assumption, exception or exclusion related to any part of the Bid Documents must be noted prior to Bid Due/Opening Date, and may result in bidder being disqualified or reduced in standing. Assumptions, exceptions or exclusions taken after issuance of a "Notice of Award" document may also result in disqualification.

Bidder acknowledges receipt of complete Bid Document package, including all incorporated and attached Bid Documents.

Acknowledgement and compliance with applicable State Statutes is the sole responsibility of the "Prime" or "General" Contractor and all subcontractors. LCCC reserves the right to request written verification of same.

ADDITIONAL BID FORM REQUIREMENTS

Bidders must also submit the following requested information with each Bid Form:

1. Project Manager (bidders must submit on a separate sheet):
 - a. Resume with qualifications as project manager of projects similar in scope on which they performed as lead project manager. Include current job assignments and educational degrees, diplomas, trade schools, and other training, and continuing education courses, programs or seminars (limit 2 pages).
 - b. References.
2. References and experience (bidders must submit on a separate sheet):
 - a. List only references (at least three (3) references) and projects similar to the type and size of this bid. Projects must have been completed within the past five (5) years. Do not provide references for projects not yet complete. Only projects in which your firm completed twenty percent (20%) of the work using your own forces will be considered.
 - b. Newly formed firms that may not have five (5) years' experience as a firm or have fewer than five (5) completed projects may provide references reflecting experience of key personnel, when that experience was (within the past five (5) years) and meets all of the above requirements. In this case, provide the name of the key individual who has the experience, the name of the firm that employed them, and provide the reference data as requested above.
 - c. List the major projects your organization has completed in the past five (5) years, giving the name of the project, location, owner, contact person and telephone number; architect, contact person and telephone number; contract amount, date of completion and percentage of the cost of the work performed with your own forces. List projects in reverse chronological order.
3. Bidder's specification sheets (bidders must submit on separate sheets):
 - a. Bidder's own specification sheets for each item, indicating exact item that will be provided, whether basis-of-design product or approved alternate. Include manufacturer, make, and model information and all included finishes, options and accessories. Include warranty period and terms for each item.
 - b. Include detailed drawing for each item if requested in specification sheets.
 - c. Include copy of manufacturer's warranty document for each manufacturer of products included in bid.

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CURRENT WORK AFFIDAVIT

List major projects your organization has in progress, giving the name of the project, owner, architect, contract amount, percent complete and scheduled completion date (bidder may attach a separate sheet). Complete and submit a “Work In Progress Form” and include the Total Work of Work in Progress and Under Contract.

Date Awarded	Owner	Project Name	Contract Value	Description of Project

PROJECT SCOPE AND DETAILS

At project completion each contractor shall provide to owner two (2) hard copies of an Operation and Maintenance Manual for the included furniture items, and their finishes and accessories.

All materials, services and/or work not specifically mentioned which are necessary in order to provide a complete project shall be included in the bid and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained.

PROJECT REPRESENTATIVES

LCCC Bid/Contract Representative

Jamie Spezzano
Director, Contracting & Procurement
(307) 778-1280
jspezzano@lccc.wy.edu

LCCC Project Representative

Carol Hoglelund
Special Assistant to the President
(307) 778-1281
choglelund@lccc.wy.edu

Architect’s Rep.

Randi Thomas
CTA
(208) 336-4900
randit@ctagroup.com

SCHEDULE

- January 25, 2016 Release bid
- February 8, 2016 Request for substitution deadline (4:00 p.m.)
- February 8, 2016 RFI’s/Questions Due (4:00 p.m.)
- February 10, 2016 Addendum #1 issued
- February 23, 2016 Sealed bids due (4:00 p.m.)
- March 14, 2016 Notice of Award (NOA)
- March 28, 2016 Notice to Proceed and submit contract to awarded bidder
- July 18, 2016 Begin installation
- July 22, 2016 Finish installation
- July 22, 2016 Furniture punch list

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LIQUIDATED DAMAGES

For failure to complete the Work on time, It is mutually agreed by and between the parties hereto that time is of the essence and that in the case of the Contractor’s failure to complete the contract within the time specified and agreed upon (substantial completion date), the Owner will be damaged thereby; and because it is difficult to definitely ascertain and prove the amount of said damages, it is hereby agreed that the amount of such damages shall be the liquidated sum of Two Hundred and Fifty Dollars (\$250.00) per calendar day for every day’s delay in finishing the overall project in excess of the number of working days prescribed until such time as the Work is completed and accepted via written instrument by the Owner; and the Contractor hereby agrees that said sum shall be deducted from monies due the contractor under the contract or if no money is due the Contractor, the Contractor hereby agrees to pay to the Owner as liquidated damages, and not by way of penalty, such total sum as shall be due for such delay.

BASE BID PRICE SCHEDULE

The undersigned, in compliance with the Bid Form package requirements and instructions, having read and examined same, and being familiar with the conditions surrounding the Flex-Tech furniture project, including availability of materials, utilities and labor, proposes to perform the proposed scope of work for the proposed price which includes (but is not limited to) the furnishing of labor, materials, shop drawings (if required), transportation, tools, equipment, insurance, bonds, applicable taxes, temporary provisions, escalation, overhead and profits necessary for the completion of the work in accordance with and described, indicated or reasonably inferred per this certain Bid Form package. *Pricing shall be fixed and firm for the duration of the contract period. No escalation is provided and price adjustments will not be allowed.*

Each submitted Bid shall have itemized pricing and a lump sum (Not to Exceed) Base Bid. Lump sum Base Bid shall be written in words and in figures, discrepancies between words and figures will be resolved in favor of written words.

BID SUMMARY:

Base Bid: \$ _____.
Total Base Bid Price (Not to Exceed Sum of):

(Written)

UNIT PRICES

The contractor is responsible for contract quantities and bids for a completed project as indicated on the drawings and specifications regardless of the accuracy of the estimated quantities given on the Contract Documents. The bidder is cautioned to insure that all costs are covered in their bid, as no additions shall be made to the contract due to errors in estimated quantities.

Unit prices shall be for the items furnished and installed according to the drawings and specifications on the CTA Bid Worksheet. Unit price is defined as the in-place cost per unit quantity of work either in excess of or less than the scope indicated in the Contract Documents. It shall include storage of furniture until installed (LCCC does not have the facilities to store any furniture onsite), installation, materials, delivery, freight, overhead, profit and all other related expenses.

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In the event of an approved Change Order during the contract, the unit prices shall be used to establish any increase or decrease of the contract amount.

STATE STATUTES AND REGULATIONS

WYOMING RESIDENT CONTRACTOR

Are you submitting this Bid as a Wyoming Resident Contractor?

- No
- Yes, my Contractor Residency Certification Number is _____, and my bid complies with Wyoming Statutes §16-6-101 through 107 and §16-6-1001. This Bid will be awarded based on the Contractor’s statement of meeting the requirements of these Wyoming Statutes. Subsequent information verifying the statute retirements have been met may be required up to and including possible audits to confirm that the contractor has not subcontracted more than a total of 30% of the work covered by his contract to non-resident subcontractors and non-resident sub-tier contractors and that other applicable statute requirements have been met. (Certificate of Residency must be current and on file with the State of Wyoming Department of Employment, Labor Standards Division (307.777.7261).

DEBARMENT/SUSPENSION: A Vendor certifies, by submission of their respective Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of State or Federal benefits by State or Federal court, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that LCCC will be notified of any change in this status. Additionally:

- Have not within a three-year period preceding this transaction been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in Paragraph “a” above; and have not within a three-year period preceding this transaction had one or more public transactions (Federal, State, or Local) terminated for cause or default.
- Verification and Certification of Debarment Status
 - Presently debarred, suspended, or excluded per the above criteria.
 - Not presently debarred, suspended or excluded per the above criteria.

APPRENTICESHIP UTILIZATION PROGRAM (W.S. §16-6-901-16-6-902).

“For all public works awarded by the State of Wyoming, the University of Wyoming, a community college or a school district pursuant to W.S. §16-6-101 through 16-6-206 estimated to cost One Million Dollars (\$1,000,000.00) or more, a contractor who commits to ensure that not less than ten percent (10%) of the labor hours shall be worked by apprentices shall have his bid considered as if his bid were one percent (1%) lower than the actual dollar value of his bid.”

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The Apprenticeship Utilization Program allows for a one percent (1%) bid preference on all public works projects costing over One Million Dollars (\$1,000,000.00).

If contractors elect to invoke the bid preference on this project, additional paperwork will be submitted with the bid package. For example, if electing the preference, the bidder will submit a Letter of Certification stating the Apprenticeship Program is approved by and registered with the U.S. Department of Labor, Wyoming's Bureau of Apprenticeship and Training with bid documents. Bids may then be considered as if they were one percent (1%) lower than the actual face value.

Are you requesting bid preference for having an Apprenticeship Utilization Program in place?

Yes (if yes, bidder must attach the appropriate documentation with your bid)

No

ADDENDA ACKNOWLEDGEMENT

All IFB Addenda must be acknowledged in writing and submitted with Bid. Confirmation and receipt of all issued Addenda is the responsibility of each prospective firm to verify. Verification can be obtained by contacting the LCCC Purchasing Office at (307) 778-1280 or via e-mail at: jspezzano@lccc.wy.edu.

Bid No.: RFB-1675

Project Description: LCCC Flex-Tech Building Furniture Purchase & Installation

I, the undersigned, hereby acknowledge receipt of the following addenda for LCCC Bid No RFB-1675:

Addendum No. ____; Addendum No. ____; Addendum No. ____; Addendum No. ____

Name of Bidder – Company Name

Signature

Printed Name

Title

Date

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SIGNATURE PAGE

Signature page must be completed in its' entirety and submitted with Bid Document package.

Signature page must be signed by firm's authorized agent, failure to do so will result in rejection of said bid as being unacceptable and non-responsive.

The undersigned, as an authorized agent for the Firm named below, acknowledges that he/she has examined, read, and understands this Request for Bid with its' incorporated or related documents, and hereby offers to furnish all labor, materials, equipment, services, and information necessary to comply with the requirements, terms, specifications, conditions, and provisions set forth herein.

_____ Authorized Signature	_____ Printed Name
_____ Title	_____ Name of Firm
_____ Mailing Address	_____ City, State, Zip
_____ Phone #	_____ Fax #

E-mail address

Dated this _____ day of _____, 2016

ATTACHMENTS REQUIRED WITH SEALED BID:

1. Completed Bid Form and CTA Bid Worksheet.
2. Bid security.
3. Project manager's resume.
4. References and experience.
5. Current work affidavit.
6. List of proposed subcontractors.
7. Work in Progress Form.
8. Resident certificate.
9. Specification Sheets.

ATTACHMENT REQUIRED IF REQUESTED BY OWNER:

1. Company financials

BID FORM CHECKLIST:

1. Bid is signed.
2. Bid security in the amount of 5% is attached.

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3. Addendum is acknowledged.
4. Residency status indicated and certificate is attached (if applicable).
5. Debarment/Suspension status indicated.
6. Apprenticeship program participation indicated.