



LARAMIE COUNTY  
COMMUNITY COLLEGE

## **Request for Proposals**

*to provide*

### **Moving Services – Flex-Tech Building**

#### **Due Date – Proposal Submissions**

**March 10, 2016 by 4:00 p.m.**

#### **MANDATORY Pre-Proposal Meeting**

**February 19, 2016 at 10:30 a.m. in the Administration/Finance Conference Room**

***RFP-16125***

*Solicited by:*

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

February 5, 2016

## **A. General Information**

- a. The Laramie County Community College (LCCC) will receive sealed proposals on March 10, 2016 up to 4:00 p.m. at the Administration Building, Purchasing Office, for moving services for six (6) offices, welding shop, and Engineering Technology classroom to the new Flex-Tech Building on the LCCC campus (Attachment A – LCCC map) during the week of August 1, 2016.
  - i. Proposals must be received in the Purchasing Office by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the proposer.
    1. Proposals shall be received at:  
Laramie County Community College  
Administration Building, Purchasing Office  
1400 E. College Drive, Cheyenne, WY 82007  
Attn.: Jamie Spezzano  
307-778-1280 (phone)  
[jspezzano@lccc.wy.edu](mailto:jspezzano@lccc.wy.edu)
  - ii. All proposals must be submitted on the forms supplied by LCCC and signed by a proper official of the company proposing. E-mail, fax, or telephone proposals will not be accepted.
  - iii. No proposal will be considered which modifies any of the terms and conditions.
  - iv. By submitting this proposals, the proposer certifies under penalty of perjury that he/she has not acted in collusion with any other proposer or potential proposer.
- b. There will be a **MANDATORY** pre-proposal meeting on February 19, 2016 at 10:30 in the Administration/Finance conference room, at which time we will discuss the work to be performed and tour the Auto Diesel building (offices) and Career & Technical Building (offices, Welding Shop and Engineering Technology Classroom).
  - i. LCCC will only enter into a contract with companies represented at the pre-proposal meeting.

## **B. Preparation of Proposals**

- a. It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed service.

b. No oral or telephone interpretations of the proposal shall be binding upon LCCC. All requests for interpretations or clarifications shall be made in writing, via e-mail to:

i. Jamie Spezzano, Director Contracting & Procurement at [jspezzano@lccc.wy.edu](mailto:jspezzano@lccc.wy.edu)

**C. Modification or Withdrawal of Proposals**

a. A proposals that is in the possession of the Purchasing Office may be altered by an e-mail, letter or fax bearing the signature or name of person authorized for proposing, provided that it is received prior to the time and date set for the proposal submission. Telephone or verbal alterations of a proposal will not be accepted.

b. A proposal that is in the possession of the Purchasing Office may by withdrawn by the proposer, up to the time set for the proposal opening, by e-mail, fax or letter bearing the signature or name of person authorized for proposing. Proposals may not be withdrawn after the proposal and shall remain valid through August 31, 2016, unless otherwise specified.

**D.** The proposer is hereby notified that it must comply fully with all requirements of the Equal Employment Opportunity Commission (EEOC) and the Americans with Disability Act (ADA) in the same manner as is expected from LCCC. If the proposer or its employees or subcontractors are found in violation of these requirements, the future agreement may be terminated. The proposer shall be responsible for all such non-compliant action and shall defend, hold harmless and indemnify LCCC.

**E. Award and Purchase**

a. Minority-owned businesses will be afforded full opportunity to propose and to contract with LCCC and will not be subject to discrimination on the grounds of race, creed, color, national origin, sex or handicap in consideration for an award.

b. A signed contract agreement, as furnished to the successful proposer, will create a binding contract by both parties.

c. LCCC reserves the right to waive irregularities and informalities and to accept any proposal and to reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of LCCC. Time and date requirements for proposal opening and mandatory pre-proposal meeting requirement will not be waived.

## **F. Scope of Services**

- a. LCCC is seeking proposals from qualified companies capable of professional moving six (6) offices, welding equipment and engineering technology equipment. LCCC is currently building a new Flex-Tech building, which will be located near the East entrance of the college, and move in is expected during the first week of August, 2016.
- b. Important dates:
  - i. February 5, 2016 – release RFP
  - ii. February 19, 2016 – mandatory pre-proposal meeting
  - iii. March 10, 2016 – proposals due
  - iv. Week of August 1 – moving services to take place
- c. Office moves will entail an office chair and boxes. LCCC does not intend to move any other furniture from offices to the new Flex-Tech building. LCCC will move desktop computers and monitors.
- d. The successful proposer will be required to provide all manpower, vehicles, and equipment required for an efficient and professional move. The moves will include the pick-up and delivery of chairs, boxes, pallets (shall be wrapped with shrink wrap when appropriate, by LCCC employees), welding equipment, and engineering technology equipment from the Auto Diesel (AD) building and Career & Technical (CT) building to the new Flex-Tech building. Companies submitting proposals certify that they will provide sufficient vehicles, equipment and experienced manpower to complete the move according to LCCC's schedule.
  - i. LCCC cannot allow any companies to utilize any of our equipment, such as forklifts, dollies or vehicles for this project.

## **G. Specific Requirements**

- a. Equipment: The contractor shall be responsible for providing all necessary and customary forklifts, trucks, pallet jacks, dollies, and other equipment appropriate to the size of the job and necessary to fulfill the contract. In no event shall LCCC be responsible for any damages to any of the contractor's equipment either lost, damaged, destroyed, or stolen.
- b. Padding, Dollies, etc.: It shall be the contractor's responsibility to ensure that hallways and walls are adequately padded so as to prevent scratching, dents, or damage. The dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls.
- c. Offices: LCCC employees will be responsible for boxing up their office contents. LCCC will supply boxes and tape and have boxes ready and marked. It will be

the responsibility of the contractor to move these boxes to their appropriate destination where the LCCC employee will unpack them.

- d. Desktop computers, monitors, phones, printers, etc.: LCCC will be responsible for disconnecting and moving all desktop computers, monitors and phones. LCCC will be responsible for disconnecting printers, but it will be the responsibility of the contractor to move and protect printers.
- e. Cleanup: The contractor will be responsible for cleanup of any and all materials directly used by the contractor during the moving process. This includes, but not limited to contractor installed wall and floor protection, padding and wrap. This does not include boxes or packing materials used by any LCCC for employee possessions.
- f. Safety Precautions: The contractor shall be responsible for any parking, traffic and pedestrian control and to determine the most efficient travel route between sites. Proper safety precautions shall be used at all times and shall remain the contractor's responsibility and shall be taken to avoid damage in handling of LCCC property.
- g. Damage to Property: The contractor shall preserve from damage all property along the line of work or which is in the vicinity of or is in any way affected by the work. This applies to, but not limited to, public and private property, vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc. Whatever such property is damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better to the existing before such damage was done by the contractor and at its own expense.
- h. Work Deficiencies: If at any time before the commencement or during the progress of the work, the personnel, equipment or supervision of the contractor appear to LCCC's designated representative to be insufficient, inefficient, or inappropriate to secure the quality of work required or the proper rate of progress, LCCC's designated representative may order the contractor to correct such deficiencies in a punctual manner to the satisfaction of LCCC. Failure of the LCCC's designated representative to require such correction shall not relieve the contractor the obligation to provide the quality and quantity of work required within the time required by the contract.
- i. On-Site Working Lead Person: The contractor shall, at all times, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by LCCC's designated representative during the contract period. This person shall have the responsibility to coordinate the move with the other workers. Instructions conveyed verbally or in writing shall be binding upon the contractor.

- j. Apparel: The contractor's employees engaged in the work shall wear company uniforms or photo identification name badges readily identifiable to all LCCC employees and the public.

## **H. Other Requirements**

- a. Personnel: All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the trade in a safe workmanlike manner. All complaints shall be handled through LCCC's designated representative. At the request of LCCC, the contractor shall replace any incompetent, unfaithful, abusive, or disorderly person in its employ. LCCC and the contractor shall each be promptly notified by the other of any complaints received.
- b. Coordination of Work: LCCC will call the contractor to setup and coordinate the moving services before the service is required. The vendor shall not commence any work until he/she has notified the LCCC's designated representative of his/her arrival. The contractor shall conduct a walk-through with LCCC's designated representative, prior to the actual move, to determine the number of personnel and equipment required to accomplish an efficient and professional move within the specified completion time.
- c. Permits: The contractor shall be responsible for securing any applicable permits and for the payment of all applicable taxes.
- d. Invoice/Payment: An invoice shall be submitted to the LCCC, Director of Contracting and Procurement showing the area moved, number of personnel required and number of hours or portion of an hour charged. Hourly charges are to begin with the movers arrive at the jobsite and report to the LCCC designated representative. Contractor will not be allowed travel time for the move between buildings and to the Flex-Tech building. LCCC shall not be responsible for payment to contractor for any briefings or meetings held between LCCC and the contractor, as these meetings are to the mutual benefit of both parties.

## **I. Insurance Requirements**

- a. 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.
- b. 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.

c. 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

d. 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.

e. 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.

f. 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.

g. Policy Requirements

i. 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:

1. Certificate of Liability insurance form.
  2. State of Wyoming, Department of Employment “Unemployment Insurance Certificate of Good Standing”.
  3. State of Wyoming, Department of Employment “Workers’ Compensation Certificate of Good Standing”.
- ii. 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.
- iii. 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.

#### **J. Submittal Requirements**

- a. Pricing: Proposals shall be submitted specifying an hourly rate for manpower, vehicles and equipment. This rate shall include any fuel, dollies, handcarts, pallet jacks, etc. required for an efficient and professional move. Any charges that might apply must be included.
- b. Qualifications: The proposal shall include:
- i. Description of the proposer’s moving experience,
  - ii. Ability to perform these types of moves,
  - iii. Demonstrated ability to complete projects within the specified time,
  - iv. Years of experience
  - v. Staff experience and training,
  - vi. Equipment available,
  - vii. Past projects, and



- viii.** At least three (3) professional references of similar moves, including contact name, phone numbers and e-mail address.
- c.** Availability to Perform Services: The submission of a proposal for this work will be considered a representation that the vendor has carefully investigated all requirements and conditions that affect this work. This includes quantity and quality of work expected, availability to perform the work, and that the proposer is familiar with all federal, state, city and county laws, codes and ordinances that in any way affect the execution and completion of this work.
- d.** Evaluation of Proposals: The proposals will be evaluated by considering price, work experience and performance, reliability, references, and availability in performing the services.

**Cost Proposal Form**  
**Flex-Tech Moving Services: RFP-16125**

The undersigned, pursuant to the Request for Proposal, being familiar with the proposal conditions and instructions, hereby proposes to furnish moving services as per the specifications:

- Hourly rate during business hours (8:00 a.m. to 5:00 p.m.) for all levels of personnel to include trucks and associated equipment: \$\_\_\_\_\_ /hour/person
- Hourly rate for nights (after 5:00 p.m.) and weekends for all levels of personnel to include trucks and associated equipment: \$\_\_\_\_\_ /hour/person
- Trip charges: \$\_\_\_\_\_
- Mileage Rate: \$\_\_\_\_\_ /mile
- Length of time required for notification of moving services: \_\_\_\_\_ Days

Acknowledge of receipt of Addendum:

- No. \_\_\_\_\_
- No. \_\_\_\_\_
- No. \_\_\_\_\_

**Company Information:**

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 E-mail

\_\_\_\_\_  
 telephone

\_\_\_\_\_  
 Typed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date