



# Request for Quote (RFQ)

## Small Construction Projects

Laramie County Community College  
1400 East College Drive, Cheyenne WY 82007  
Phone: (307) 778-1280 / Fax: (307) 778-4300  
[jspezzano@lccc.wy.edu](mailto:jspezzano@lccc.wy.edu)

**QUOTE DATE:** FEBRUARY 27, 2017

**QUOTE #:** 17155

**DUE DATE: MARCH 21, 2017**

FROM: \_\_\_\_\_ [Company Name]  
\_\_\_\_\_  
\_\_\_\_\_ [Address]  
\_\_\_\_\_ [City], \_\_\_\_\_ [State], \_\_\_\_\_ [Zip Code]  
\_\_\_\_\_ [Phone], \_\_\_\_\_ [Fax]  
\_\_\_\_\_ [e-mail Address]

This **RFQ** form must be completed in its entirety, typed or written in ink, **signed** and returned to: LCCC Purchasing Office by the above **Due Date**. Responses shall be prepared on this Quote form and all responses shall include the requested information noted below. The undersigned, in compliance with the Quote Document requirements and instructions, having read and examined same, and being familiar with the conditions surrounding this project, shall provide labor, materials, equipment, permits, taxes and other required expenses to complete the entire scope of work as described herein.

In order to ensure fairness and consistency for all participants, strict rules of communication shall apply to this RFQ. Please direct all inquiries, matters, issues, questions or comments to the Director of Contracting and Procurement per the above contact information. Failure to comply with this requirement will result in disqualification for this RFP opportunity.

A **MANDATORY** pre-Quote job-walk will commence on **March 8, 2017 at 10:00 a.m.** (prevailing local time). The job-walk will be conducted at the Plant Operations Building, Room **PO-106** (see attached map). **NOTE: In order to ensure fairness and consistency, this will be the only job-walk opportunity available for firms, no other job-walks will be allowed.**

1. Firms are required to submit prices as detailed below.
2. Each submitted Quote Form shall have a "not-to-exceed" cost value per each pricing request. Cost values shall be written in words and in figures, discrepancies between words and figures will be resolved in favor of written words.

3. Modular roof replacement, as per scope of work:

Total Quote \$ \_\_\_\_\_.

\_\_\_\_\_  
Total Written in Words (Base Price and other Costs)

This is a quotation on the services described herein, subject to the terms and conditions described and contained herein per this respective Quote document. Upon signature and submittal of this Quote, this document constitutes a binding commitment by the respective Contractor who acknowledges and agrees to be bound by the terms and conditions contained herein, including those incorporated by reference, and those of a subsequently issued College Purchase Order and/or contract.

Quote Prepared By: \_\_\_\_\_  
Signature Printed Name

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Start Date: **May 1, 2017**

Substantial Completion Date: **May 31, 2017**

## Project Scope of Work

1. **Scope of Work**

Contractor shall remove and replace current roof on the grounds shed located in the Plant Operations area at Laramie County Community College. Roof measures out at approximately 75' x 25'. Contractor shall tear off existing roofing material and dispose of all materials, remove all wind turbine vents on roof and return to Plant Operations, inspect all underlayment, repair wind turbine vent holes and replace roof sheathing as necessary. Notify owner of additional sheathing repair needed, beyond vent hole repair, and obtain owners authorization before performing additional repairs. Replace all flashing, install one layer of self-adhesive Ice and Water Shield and cover with 90 lb. granulated rolled roofing. Owner to pick color of rolled roofing material from standard colors available, prior to installation. Contractor shall be responsible to maintain adequate supplies of protective materials on site at all times in the event of sudden weather changes to maintain a watertight building envelope. Contractor shall also include all necessary labor, operations, accessories, incidentals, equipment, tools, shipping and all materials to complete work. Contractors will follow OSHA standards to ensure a safe working environment. Grounds shed will be in use during roof replacement, so access must be maintained and necessary safety measures taken. Furnish a roof warranty for materials and completed work, minimum of 5 years in writing from the date of substantial completion. Warranty shall include all repairs as necessary to maintain roof in watertight condition. Finally, clean jobsite of old material, debris and area will be swept, clean, and inspected for nails after completion.

**3. State of Wyoming Preferential**

Preference will be given pursuant to Wyo. Stat. §16-6-101 through 16-6-108 for all quotes that exceed Five Thousand dollars (\$5,000.00), a percentage preferential of five percent (5%) will be allowed. The preferential, when applied, will be accomplished by adding the five percent (5%) to the total of the non-resident bidder.

**4. Documents Attached and Incorporated by Reference**

- 4.1 Attachment "A" titled Insurance Requirements, 1 page.
- 4.2 Attachment "B" Contractor Terms & Conditions, 3 pages.
- 4.3 Attachment "C" LCCC Campus Map

The Contractor acknowledges that he/she has examined, read, and understands the required scope of work as defined herein, including all referenced and incorporated 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.

**Thank you for your Participation!**