



LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne Wyoming

Request for Proposals (RFP)

to provide

Contract Services

to Complete the

Boiler Plant Burner Replacement

RFP-17229

Solicited by:

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

May 24, 2017

Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement

I. Project Specifications

A. Scope of Work

LCCC is soliciting Request for Proposals (RFP) from firms who desire to complete a Boiler Plant Burner Replacement in accordance with the terms, conditions, and requirements set forth in this RFP. The Work includes and consists of furnishing all labor, operations, materials, accessories, incidentals, services and equipment (*exclusive of pre-purchased or Owner provided materials, accessories and/or equipment*) indicated, specified, mentioned, scheduled or implied per the Proposal Documents. The specific Work includes: purchase and install two (2) new boiler burner systems with draft control to replace the existing boiler burners for boilers number B-2 and B-3 plus adding a similar draft control system to the existing boiler number B-1 burner system all within the Central Plant in Cheyenne, WY. Design of burner, gas train, plate, etc. to be signed and sealed by professional engineer licensed in the state of Wyoming, as well as meeting requirements of boiler manufacturer and industry for necessary certifications prior to installation. Refer to MKK Consulting Engineers, Inc.'s specifications for a more detailed scope of work. All materials, services and/or work not specifically mentioned which are necessary in order to provide a complete project shall be included in your Proposal submittal and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter contained. LCCC may elect to interview a short-list of vendors to discuss proposals.

B. Project Schedule

Issue RFP	May 25, 2017
Mandatory pre-proposal meeting	June 6, 2017 @ 10:00 a.m.
Questions due	June 13, 2017
Issue Addendum	June 20, 2017
Proposals due	June 27, 2017 @ 4:00 p.m.
Possible short-list interviews	Week of July 6, 2017
NOA & Contract Award	Approximately July 11, 2017
NTP	Approximately July 21, 2017
Substantial completion	November 17, 2017

C. Mandatory Pre-Proposal Meeting

A MANDATORY pre-proposal meeting and job-walk will commence on June 6, 2017 at 10:00 a.m. (prevailing local time). The meeting will be held in the Physical Plant conference room on the Cheyenne, WY campus. All potential contractors shall be present and signed in prior to the start of this mandatory meeting. Once everyone has signed, the sign-in sheet will be taken and the meeting will “officially” start. Anyone not signed in at the “official” start of the meeting will be considered late and will not be allowed to participate in the process for this project.

A. Proposal Attachments

The following documents are attached hereto and incorporated by reference and shall become a part and condition of this certain Request for Proposal.

- Engineering Specification Package titled LCCC Boiler Plant Burner Replacement Project, dated May 24, 2017

Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement

- Engineering Drawings titled, LCCC Central Plant Boiler Plant Burner Replacement (M1), dated May 24, 2017

B. Performance and Payment Bond / Insurance

It is agreed by the undersigned, if awarded a contract for this RFP, to execute and deliver to LCCC a performance (labor & material) and payment bond in an amount equal to one hundred (100%) percent of the contract sum as security for the faithful performance and payment of contract and as acceptable to LCCC in accordance with the requirements of the contract documents.

The successful contractor is required to obtain and maintain throughout the project insurance coverage in accordance with Appendix “A”.

II. General Information

A. Revisions, Amendments, and Cancellation

The College reserves the right to extend the deadline date for submission if, in the College’s opinion, any revisions or amendments to this solicitation make this necessary. The College may also cancel this solicitation, in whole or in part, or reject all submissions when this action is deemed to be in the best interest of the College.

B. 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.

C. 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.

D. Economy of Preparation

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to satisfy the requirements set forth in this solicitation. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the RFP requirements, and an understanding of the college’s needs.

E. Discrepancies and Clarifications

The College reserves the right to request clarification of any aspect of the RFP submittal or to request further information as might be required to adequately evaluate pricing, credentials and qualifications.

F. Form of Contract

The College uses a standard contract for contractor services. A copy is available on request.

Laramie County Community College Request for Proposals – Boiler Plant Burner Replacement

G. Respondent Inquiries

All questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original, legible facsimile, or electronic mail transmission, and must be received a minimum of three (3) business days prior to the submission due date. Oral questions and inquiries will not be allowed nor responded to. Written addenda will be issued for any matters, issues, questions, comments, and/or clarifications that will affect, alter, modify, or change the original RFP intent or language.

Questions and inquiries for this RFP shall be directed **only** to the Director of Contracting and Procurement during the RFP process. **Questions are due via email by June 13, 2017.**

Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive, Cheyenne WY 82007
Email: jspezzano@lccc.wy.edu
Phone: 307.778.1280
Fax: 307.778.4300

III. Evaluation and Award Criteria

A. Award of Proposal

The Proposal will be awarded to the most responsive contractor complying with the prescribed project requirements and specifications, provided the price is reasonable and it is in the best interests of, and most advantageous to LCCC to accept it. The Director of Contracting & Procurement reserves the right to reject any and all proposals and to waive any informality in RFP submittals whenever such rejection or waiver is in the best interest of LCCC.

B. Evaluation Criteria

Each RFP submittal will be evaluated per the criteria set forth below.

1. Relevant and recent qualifications and experience of the contractor.
2. Relevant and recent qualifications and experience of proposed subcontractors (provide list of subcontractors).
3. The method of installation your firm proposes to use.
4. Project pricing.

IV. Proposal Submittals Requirements

A. General Requirements

Each respondent shall submit one (1) clearly identified original either in electronic format **or** hard-copy. **The RFP submittals must be received no later than 4:00 p.m. (prevailing local time) on June 27, 2017.** The qualifications submission packages shall be delivered to:

**Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement**

Jamie Spezzano
Director, Contracting and Procurement
Administration Building, Room AM-108
Laramie County Community College
1400 East College Drive, Cheyenne WY 82007
Phone: (307) 778-1280 / Fax: 307-778-4300
E-mail: jspezzano@lccc.wy.edu

RFP submittals may be e-mailed, hand delivered, mailed, or sent via courier.

B. Submittal Requirements

Proposal submittals shall include the information requested below and should conform strictly to the information requested. Failure to complete or submit any requested information per this RFP; and/or to deface or alter any portion of the RFP Documents shall be cause for rejection of said submittal as being unacceptable, non-responsive, non-conforming or conditional.

RFP Submittals shall be submitted no later than June 27, 2017 at 4:00 p.m. prevailing local time. The contractor assumes full responsibility for timely delivery at the location specified above.

1. Total cost for materials, equipment, burners: \$ _____.
2. Total cost for labor: \$ _____.
3. Other Costs (attach detail): \$ _____.
4. Grand Total (Items 1 thru 3 above): \$ _____.

Grand Total shall also be written in words, discrepancies between words and figures will be resolved in favor of written words.

Grand Total written in Words

5. On a separate company letter head, describe in detail your method of installation. In addition, please provide a listing of three (3) references related to relevant burner replacement.
6. On a separate company letter head, detail the following:
 - a. Burner(s) manufacturer
 - b. Burner(s) model #
 - c. Attach specification sheet for burner(s)
 - d. Lead time for burner(s)

**Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement**

THIS SUBMITTAL IS CERTIFIED TO BE TRUE AND CORRECT AND MUST BE SIGNED BY THE FIRM'S PRESIDENT, VICE-PRESIDENT, CEO, PARTNER OR SOLE OWNER:

BY: _____ TITLE: _____
Signature Please Print

Printed Name: _____ Name of Firm: _____

Firm Address: _____

Phone #: _____ E-mail: _____

Date: _____

Information contained herein is confidential to Laramie County Community College, and for no other parties; and is for the express use and purpose of determining the Firm's abilities to qualify for the above proposed services as submitted.

Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement

APPENDIX A / Insurance Requirements

CERTIFICATE OF LIABILITY INSURANCE

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 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.

1. **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.
2. **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:

a) General Aggregate	\$2,000,000.00
b) Products and Completed Operations	\$2,000,000.00
c) Personal Injury & Advertising Injury	\$1,000,000.00
d) Each Occurrence	\$1,000,000.00
e) Damage to Premises Rented	\$100,000.00
f) 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.

3. **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.
4. **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 1, 2 and 3. 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 reporting period of at least five (5) years.

B. Policy Requirements

1. **Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the successful entity shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Contracting and Procurement Specific "Certification" proof shall include:

Laramie County Community College
Request for Proposals – Boiler Plant Burner Replacement

- a) Certificate of Liability Insurance form.
- b) State of Wyoming Department of Employment “Unemployment Insurance Certificate of Good Standing”.
- c) State of Wyoming Department of Employment “Workers’ Compensation – Certificate of Good Standing”.

“Certification” may be mailed, faxed or e-mailed to:

- E-mail: jspezzano@lccc.wy.edu
 - Fax: (307) 778-4300, Attn: Director, Contracting and Procurement
 - Mail: 1400 East College Drive, Cheyenne WY, 82007. Attn: Director, Contracting & Procurement
- 2. Additional Insured Clause:** LCCC shall be listed as the “Certificate Holder” on all policies, but only with respect to operations of successful firm under the respective Contract.
- 3. 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 except after thirty (30) days prior written notice has been given to the LCCC, except 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 Contracting and Procurement.**