



LARAMIE COUNTY COMMUNITY COLLEGE
Cheyenne Wyoming

Request for Proposals

to provide

**Risk Management and
Environmental Health & Safety Services**

RFP-18088

Solicited by:

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

December 20, 2017

Request for Proposal:

Risk Management, and Environmental Health & Safety Services

A. Solicitation Intent

Laramie County Community College (LCCC) is seeking proposals from persons or entities for contract services within the Risk Management and Environmental Health & Safety realms. LCCC currently does not have a Risk Manager or Environmental Health & Safety position filled, but desires to accomplish a variety of important objectives through the use of a contract for services arrangement.

B. Scope of Work One (Discreet Objectives):

1. In close collaboration with our Science Faculty, develop and implement an effective Chemical Hygiene Plan, compliant with OSHA, NFPA and other relevant regulatory entities.
2. In close collaboration with our Science Faculty, develop and implement an effective solution for the proper storage and segregation of chemicals used, compliant with OSHA, NFPA and other relevant regulatory entities.
3. In close collaboration with our Science Faculty, develop and implement an effective solution for the tracking of chemical inventories, and enhancing the use of our chemical database.
4. In close collaboration with the campus community, develop a Hazardous Communication policy and structure, compliant with OSHA, NFPA and other relevant regulatory entities.
5. In close collaboration with the campus community, develop a suitable, recurring, hazardous waste collection and disposal process.
6. In close collaboration with the campus community, identify and implement proper solutions for:
 - a. The proper storage of ignitable liquids.
 - b. The proper containment for large container storage of high flashpoint ignitable liquids.
 - c. The proper bonding and grounding necessary where ignitable liquids are used.
 - d. The proper personal protective gear resources and spill kits.

The above solutions must be compliant with OSHA, NFPA and other relevant regulatory entities.

7. In close collaboration with the campus community, identify and implement an improved and compliant SDS process, compliant with OSHA, NFPA and other relevant regulatory entities.
8. Investigate the need for, and assist in an effort to assess and cost-out, abort gate dampers on return air from dust collectors at our Flex Tech building, compliant with OSHA, NFPA, and any other regulatory or insurance related requirements.

C. Scope of Work Two (Programmatic Objectives):

1. Develop and implement a written, formal campus safety program including, but not limited to, the following elements:
 - a. Management Support and Direction
 - b. Transitional Return-To-Work Program
 - c. Slip/Trip/Fall, and Sprains, Prevention Program
 - d. Accident Investigation Program
 - e. Safety Committee and Regular Meetings
 - f. Lockout Tag out Program
 - g. Facility Self-Inspection Program
 - h. Fleet Safety Program
 - i. Safety Audit Process

D. Proposers must respond to Scope of Work One. Proposers, if interested, may also respond to Scope of Work Two. Proposers are not obligated to respond to both, nor can they only respond just to Scope of Work Two.

E. Proposal Submission Requirements

Proposers are asked to submit written proposals that;

- a. Account for the above scope of work(s), as appropriate.
- b. Provide a proposed timeframe for implementation, knowing everything can't be solved together or at one time.
- c. Identify the time anticipated to be present on campus on a recurring basis.
- d. Provide a statement of qualifications, including, experience, expertise and credentials relevant to accomplishing the scope of work(s).
- e. Cost of proposed contractual services, by scope of work proposed, including hourly rates as appropriate.

F. Proposal Preparation

In preparing proposals, Proposers are strongly encouraged to submit questions to LCCC, and seek any clarity needed in the preparation of their proposals. All questions should be directed in writing to Mrs. Jamie Spezzano at jspezzano@lccc.wy.edu

G. All proposers must attend a **mandatory campus walking tour**, which will be at Proposer's own expense. The purpose of the walking tour is to present to Proposers a greater level detail of the Risk Management and Environmental Health & Safety objectives referenced in this RFP, and answer any questions that may arise at sites are reviewed. All proposers will be asked to sign-in upon arrival. The walking tour details are as follows:

- January 11, 2018
- 1:30pm – 4:00pm (may end sooner depending on questions and participation)
- Meet at Physical Plant Building (Conference Room)

- Walking tour will include a review all campus sites relevant to Scope of Work One, and including walking long distances, both indoors and outdoors.
- During the walking tour, questions will be encouraged as we review different areas. However, the walking tour will end with an opportunity to review questions and bring any needed closure to describing LCCC's needs.

H. Proposal Submissions

Proposal submissions should not exceed twenty (20) pages in length, and should be submitted electronically to jspezzano@lccc.wy.edu

- Proposal submissions are due by **4:00pm on January 31, 2018**.
- An LCCC leadership team will evaluate the submitted written proposals. Evaluations will be based on meeting the scope of work(s) above (as appropriate), along with the demonstrated capability and expertise of the person or entity to deliver effective solutions.

I. General Details

- Finalists may be invited to campus by the LCCC leadership team to further evaluate and discuss their proposals, prior to final selection. The person or entity selected will be overseen by the Vice President for Administration and Finance.
- LCCC reserves the right to negotiate the final terms and conditions of any resulting agreement(s).
- LCCC reserves the right to award the scope of work(s) with complete flexibility, such as; awarding both together, awarding split up, or awarding singularly, to a person or entity.
- LCCC reserves the right, after contract implementation, to negotiate and modify the scope of work(s) if the successful contractor identifies any unforeseen risk management or environmental health & safety issues that need addressed.