



Cowley College

REQUEST FOR PROPOSAL NO:
2018-0015

REQUEST FOR PROPOSAL TITLE:
Equipment Relocation

ISSUE DATE:
May 25, 2018

SUBMISSION DUE DATE:
Monday, June 11, 2018
By: 4:00 pm CST

Table of Contents

Sections

- 1 Administrative Overview**
Provides general information on the objectives of this Request For Proposal (RFP), procurement schedule and procurement overview.
- 2 Scope of Work and Services**
Provides a description of the project and list of design elements, services and products requested that, while not comprehensive or complete in nature, will provide Cowley College with proposals that can be easily compared.
- 3 Evaluation Criteria and Contents**
Describes how the proposal will be evaluated and the required content for the submission.
- 4 Proposal Instructions**
Describes the submittal instructions and communications

Attachment

- I Proposal Certification**
- II Proposal Cost Sheet**
- III Warranty/Guarantee**

Section 1

Administrative Overview

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by Cowley College (hereinafter referred to as "Cowley College") seeking proposals from XXXXX for XXXXXXXXX.

1.2 AUTHORITY

RFPs must be submitted by persons authorized to commit the responding Contractor to a procurement contract or agreement.

1.3 COSTS FOR PROPOSAL PREPARATION

Any costs incurred in preparing or submitting a proposal shall be the Contractor's sole responsibility.

1.4 DISQUALIFICATION OF PROPOSALS

Cowley College reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Contractor shall be disqualified and the proposal automatically rejected for any one of the following reasons:

1. The proposal shows any noncompliance with applicable law.
2. The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous.
3. The proposal has any provision reserving the right to accept or reject award, reserving the right to enter into a contract pursuant to an award, or contrary to those required in the solicitation.
4. The Contractor is debarred or suspended.

1.5 ADDENDA TO THIS RFP

Cowley College may need to issue one or more addendum related to this RFP. Such addenda shall be added to the original RFP document and posted at www.cowley.edu. It shall be the responsibility of prospective Contractors and other interested parties to familiarize themselves with the website and visit it regularly during the RFP process for updated information or addenda related to this RFP.

1.6 RIGHT TO WITHHOLD AWARDING OF CONTRACT

Cowley College reserves the right not to make award of this contract.

1.7 FINAL CONTRACT

Cowley College shall not be responsible for work done, even in good faith, prior to Cowley College's execution of a final contract.

1.8 INSPECTION OF PROPOSALS and CONFIDENTIAL INFORMATION

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Cowley College treats proposals as confidential until after the award is issued. At that time in which they become subject to disclosure under the Freedom of Information Act. Information marked as "Confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act. If respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the proposal. However, any such information is provided entirely at the respondent's own risk and Cowley College assumes no liability for any loss or damage which may result from Cowley College's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.9 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.10 FEE STRUCTURE/PRICING

The fee structure shall be as submitted on the Bid Sheet Form (see attached Excel Bid Sheet).

Upon specific, written, case by case, authorization by an authorized representative of Cowley College, the chosen/awarded Contractor,

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from this proposal, shall have/shall not have the right to use the name of Cowley College as it client a) in any advertising, publicity, or promotion; or b) to express or imply any endorsement of entity's services.

1.12 IMMUNITY FROM LIABILITY

Every person who is a party to this agreement is hereby notified and agrees that Cowley College is immune from liability and suit for or from Contractor's activities involving third parties and arising from any contract resulting from this RFP.

1.13 PREVAILING LAW

The terms and provisions of this RFP, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Kansas.

1.14 CONTRACT TERMINATION FOR CAUSE

Cowley College may terminate any resulting contract for cause by providing a Notice to Cure to the awarded Contractor citing the instances of noncompliance with the contract.

1. The chosen/awarded Contractor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
2. If the Contractor and Cowley College reach an agreed upon solution, the Contractor shall then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
3. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by chosen/awarded Contractor, Cowley College reserves the right to terminate the agreement.

Section 2

Scope of Work and Services

2.1 BACKGROUND

Cowley College is building a new campus in Wellington, KS. The new location will house several industrial technology programs, including a Machine Tool Technology. This program will utilize several pieces of industrial sized machinery that is currently located at the Arkansas City, KS campus.

2.2 OBJECTIVES

Cowley College is seeking proposals from qualified contractors for the relocation and set-up of five (5) manual lathes, five (5) manual mills, and one (1) CNC lathe, hereby referred to as "industrial machines". The relocation service will include all labor, supervision, tools, equipment, transportation, permits, fees, taxes, incidentals and materials necessary to perform the safe, and secure relocation of the equipment.

2.3 DESIGN REQUIREMENTS

Cowley College is interested in establishing a contract with a Contractor who will meet, at a minimum, the following requirements:

1. Bonded/licensed for heavy equipment transportation
2. The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of students, employees, contractors, and visitors. At no time will the contractor perform any act that is unsafe.
3. The contractor will ensure College property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways and windows must retain their pre-move appearance and function.
4. Proper equipment and/or vehicles must be utilized for transport.
5. The contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through replacement, repair or reimbursement. The contractor must work with an appointed College representative in doing so.
6. Cowley College will also use its own employees for disconnect/reconnect of industrial equipment.

2.4 CONSIDERATIONS - SERVICES AND PRODUCTS

Cowley College is interested in establishing a contract with a Contractor who will provide, at a minimum, the following:

1. Prepare industrial machines for transportation
2. Transport industrial machines from the Cowley College Machine Tool lab in Arkansas City, KS to the Cowley College Machine Tool lab in Wellington, KS.
3. Set in place and level industrial machines.

Section 3

Evaluation Criteria and Proposal Content

3.1 BID EVALUATION CRITERIA

The evaluation shall be based on the numerical rating set forth below. Factors not specified in the Request for Proposal shall not be considered, although the below criteria may have subcomponents used in rating not identified in this document.

The evaluation committee may select a Contractor from these submissions, or conduct an in-person interview with selected Contractors from the initial offerings. In the event of a second stage, the selection committee will notify the selected Contractor of interview dates and times. This notification shall include the interview evaluation criteria.

3.2 PROPOSAL CONTENT ORGANIZATION

Respondents shall organize their submissions in such a way as to follow the general evaluation criteria listed below.

- A. **Cover Letter** – Include company's name, contact information and a brief introduction to your company as it relates to the requested services.
- B. **Table of Contents**
- C. **Qualifications Criteria**
 1. **Overall Technical Capability and Specialized Competence (30 points)**

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- a. Provide a brief history of your company (and all consultants), including number of years in business
- b. Provide a project list containing [3 to 5] projects completed by your company that best represents a similar scope. For each project include the following:
 - Project name, location, time frame and completion date
 - Reference name and contact information
 - Projects overall scope
 - Discuss issues or aspects that would demonstrate your ability to problem solve and deliver creative solutions
 - Final cost of project
 - Cost effective measures or value-engineering suggested

2. Capacity of Employees and Contractor to Perform the Work Within the Specified Time Period (35 points)

- a. Provide an estimated project schedule indicating critical dates based on information provided by Cowley College and demonstrate applicant's capacity to complete project by the projected deadline. Such schedule should detail number of man hours needed to complete a task and the proposed team member(s) responsible for completing that task.

3. Fee Proposal (XX points)

- a. Provide a Bid Sheet (See Bid Sheet attachment) based on the scope of service outlined in this Request for Proposal
- b. Cowley College encourages bidder to give price options based on the Contractor's standard product, etc., state those cost.

4. Evidence of Insurance

- a. Provide knowledge of insurability – statement that you will provide certificate of insurance
- b. Will need evidence of insurance if award the proposal

5. Evidence of Financial Stability

- a. Financial Statement for past year – optional
- b. Provide bond if negotiated contractor and cost exceeds \$100,000.
- c. Provide professional liability insurance if service entity if cost exceeds \$100,000.

D. Attachments

- Attachment I – Proposal Certification
- Attachment II - Proposal Cost Sheet
- Attachment III - Warranty

Section 4.0

Proposal Instruction

4.1 PRE-PROPOSAL CONFERENCE

Friday, June 1, 2018, 9:00am Sumner County Campus, meet in Wal-Mart parking lot 2022 E. 16th St., Wellington, KS.

4.2 DEADLINE FOR WRITTEN QUESTIONS RELATING TO THE RFP

The deadline for written questions is 5:00pm CST on 06-11-2018. Send questions to Tina Grillot by email at tina.grillot@cowley.edu. Additionally, Tina Grillot can be reached at 620-441-5376. Tina Grillot is the only person authorized to provide a formal response to any questions. No other Cowley College employee is authorized to make any statement that would bind the Cowley College with regard to this RFP.

4.3 SUBMITTAL INSTRUCTIONS

This RFP may not exceed 25 single-sided pages (maximum 8½" x 11") with a minimum of 10 pt. type. Submissions exceeding the page limit will be considered non-responsive and will be returned to the applicant without further evaluation. The following information is not included in the page limit:

- Cover letter on Company letterhead, maximum of 1 page
- Bid Sheet
- Appendix 1
- Appendix 2

Contractors shall submit a clearly marked original plus three (3) copies of the proposal. Proposals shall be received by Cowley College **no later than 5:00 PM, CST, on June 11, 2018**. The proposals shall be mailed and will be date stamped upon receipt by Cowley College. Proposals may also be emailed to tina.grillot@cowley.edu. After the deadline and upon request, a representative of Cowley College will have available the names of those Contractors submitting proposals. No other public disclosure will be made until after the award of the contract. Any proposal received after this date and time shall be rejected. Contractor may withdraw its proposals at any time prior to the time and date set for opening.

Proposals may be mailed or delivered to:

Cowley College
ATTN:
125 S 2nd St.
Arkansas City, KS 67005
REF:

Proposals may be in a sealed envelope marked:

Contractor Name, Address, and Phone Number
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Proposals should be emailed with a subject line:

RFP Title: Equipment Relocation

4.4 Example of Work

Contractor is allowed to submit two (2) copies from a previous similar project (no page limit).

Attachment I - Proposal Certification

The undersigned applicant, in response to Cowley College Request for Proposal for Equipment Relocation having carefully examined the bid documents and being familiar with the conditions surrounding the proposed project, hereby proposes to provide such services meeting the requirements outlined in this Request for Proposal, in accordance with the proposal attached hereto.

Respondent hereby certifies: (a) that this bid/proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; (b) that the respondent has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the respondent has not solicited or induced any person, firm, or corporation to refrain from bidding; and (d) that the respondent has not sought by collusion to obtain any advantage over any other bidder or over Cowley College.

Respondent agrees that the response to this RFP is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Contractor

Phone

Address

Fax

Federal I.D. or SSN

Signature

Date

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Attachment II – Proposed Price Sheet

Item No.	Qty	Description of Work	Proposed Cost Per Product	Proposed Total Price
			\$	\$
			\$	\$
			\$	4
			\$	\$
			\$	\$
			\$	\$
		TOTAL PROJECT COST	\$	\$

Specify Deliver Time (After Receipt of Order (ARO)) _____

Include, on a separate sheet, other information required. Attach to Bid Sheet any exception to the specifications.

WEB
 ADDRESS: _____

CONTACT: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ FAX _____

SIGNATURE: _____ DATE _____

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Attachment III - WARRANTY/GUARANTEE

Indicate warranty provided by contractor.

(Signature of Contractor)

(Date)