

MCC 2011-001

REQUEST FOR PROPOSAL FOR:

Tile Floor Refurbishment and Carpet Cleaning / Disinfectant Services July 23, 2010

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to secure bids for Manchester Community College (MCC) for the refurbishment and cleaning of tile floors and carpets respectively at MCC.

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business with the State of New Hampshire, or if not currently a vendor, will need to submit a completed Alternate W-9 form (no fee) with the contract to become a vendor, and must be willing to comply with all terms and conditions of the State of New Hampshire.

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION

A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as "Domestic" (in-state) or "Foreign" (out-of-state). See the website of the NH Secretary of State, Corporate Division for more information about the requirements and filing fees for both classifications: <http://www.state.nh.us/sos/corporate>

CONTRACT TERM:

The term of any resulting contract shall end on June 30, 2011. At the discretion of MCC the contract may be extended for (3) one-year terms for the applicable fiscal year periods 2012, 2013, 2014.

MCC shall have the right to terminate the contract at any time by giving the contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by MCC.

SCOPE OF SERVICES:

We desire that the following scope of work to be conducted twice annually, once prior to the start of the new academic year and the second time during MCC's winter break.

SUMMARY OF THE WORK: **Floor Refurbishment:** In designated areas remove wax, apply one coat of sealer and two coats of finish, buff / polish when dry. The selected contractor will supply the necessary equipment, materials and supplies. **Carpet Cleaning and Disinfected** consistent with Floor Refurbishment, the selected contractor will provide the necessary equipment, materials and supplies.

INCLUDED IN BID RESPONSE:

- Acknowledgment of being able to meet / exceed all conditions noted in RFP.
- Pricing segregated by Labor and materials.
- Acknowledgment to meet initial and all future (to be determined) cleaning deadlines.
- References of similar institutions that we may contact.

KEY MILESTONES:

- Monday, July 26, RFP posted as public notice Manchester Union Leader
- Tuesday, July 27, RFP posted on MCC Web Site.
- Monday, August 2, 2010 MCC mandatory walk-through 9:00 – 11:00 am. All interested parties must sign in at receptionist station and gather in Room 103 across from receptionist station. Walk-through will commence exactly at 9:00 am.
- Bids are due at MCC Tuesday August 11, 2010 (see below instructions).
- Bid awarded August 12, 2010.

- Contract signed week of August 16th.
- Required cleaning completed prior to the commencement of fall classes (scheduled to begin Monday, August 30, 2010).

*No reimbursement by the State for travel time or mileage shall be allowed.

SITE VISITATION:

A site visit and walk through is mandatory and is scheduled for Tuesday, August 2, 2010 at 9:00 AM at the Manchester Community College. During the walk through MCC will provide information about areas that are subject to the services required.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment conditions, locations, accessibility, general character of the site, and knowledge of conditions affecting the work. The act of submitting a bid will be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Ms. Karen Keeler, in the President’s Office at (603) 668-6706 ext 382. *Questions posed are preferred through email, kkeeler@ccsnh.edu.*

ADDITIONAL INFORMATION:

Technical questions regarding the bid are to be directed to Mr. Timothy McGinnin, Maintenance Supervisor Tel (603)703-8481 or email: tmcginnin@ccsnh.edu

The College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. These responses are to be provided in writing.

The College reserves the right to accept or reject any or all of the proposals.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to MCC due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Contractor who is awarded the contract may need to complete and meet all conditions indicated on a P-37 contract (copy attached) and provide a Corporate Resolution (corporations and LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies. The vendor will also need to supply a current original Certificate of Good Standing from the Secretary of State.

Workers’ compensation requirements as outlined in the P37(15) and as required in NH by law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-1:81 B (Worksite Accountability). This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C).

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractors’ employees, and other related personnel who will be physically required to work at Manchester Community College, providing the following information for each person:

Name
Employer’s Company Name

Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. MCC also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase in two locations and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are

in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus. Use of MCC's equipment is prohibited without the consent of the Director of Building and Grounds or his/her designee. If the vendor uses MCC equipment without consent and damage occurs, the vendor is to replace the equipment with an exact match of new equipment.

INSURANCE:

Insurance will be more fully addressed at the time a P-37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident, or the current statutory cap on the State's liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by MCC.

The certificates are required to name Manchester Community College as additional insured.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, Manchester Community College will fax addenda to all who have already submitted bids and post any changes to its website. Before your submission, always check for any addenda or other materials that may have been issued, which would affect the RFP.

SUBMISSION OF RFP RESPONSE:

Bids are due on August 11, 2010 at **3:00 pm**, and must be submitted **on the Bid Form** (Exhibit A attached). Bids should be mailed to

Manchester Community College,
Attention: Karen Keeler, President's Office
1066 Front Street Manchester, NH 03102

or faxed to (603) 668-5354. MCC is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Karen Keeler at (603) 668-6706 ext. 382. MCC reserves the right to accept and reject any or all of the proposals.

AWARD:

This contract will be awarded solely on the *Tile Floor Refurbishment and Carpet Cleaning / Disinfectant Services* for Manchester Community College.

MCC reserves the right to waive any and all informalities in this bid process that are in its best interest.

The College reserves the right to accept or reject any or all of the proposals.

