

December 12, 2016

Sir/Ma'am,

Bacone College requests your proposal/bid for the reconfiguration, electrical/plumbing connection, installation of bathroom fixtures, and exterior skirting/signage on two manufactured buildings. All bids should be submitted in accordance with the attached Request for Proposal (RFP) 201701191DB Softball/Baseball Trailers.

ATTN: Rachael Cooper
Office of the Campus Facilities Engineer
Samuel Richards Building
2299 Old Bacone Rd Muskogee, OK 74403

Bids must be received at the above address no later than 5:00pm on January 25, 2017. Late bids will not be considered. Bids will be evaluated in accordance with the criteria outlined in the RFP.

Rachael Cooper
Campus Facilities Engineer, Bacone College
cooperr@bacone.edu
918-360-3676

Request for Proposal – RFP201701191DB – Softball/Baseball Trailers

Issued By:

Bacone College

Office of the Campus Facilities Engineer

2299 Old Bacone Rd

Muskogee, OK 74403

Request Issued:

January 19, 2017

Bids Due:

January 25, 2017

A. Introduction

- a. Bacone College (BC) is soliciting bids from interested Contractors (bidders) to prepare and submit bids for consideration by BC to satisfy the need for softball/baseball restrooms and locker room in accordance with the terms, specifications, and conditions contained in this RFP.
- b. The instructions found in the RFP are designed to guide the bidder, not to limit the bid contents in anyway. Additional information a bidder deems pertinent should be included in their bid

B. Issuing Office

- a. This RFP is issued by the Office of the Campus Facilities Engineer. The sole contact person for BC is the Campus Engineer, Rachael Cooper, ATTN: Rachael Cooper 2299 Old Bacone Rd Muskogee, OK 74403, Phone: 918-360-3676, Email: cooperr@bacone.edu
- b. The sole contact for this project after award will also be Rachael Cooper, Campus Facilities Engineer

C. Pre-Bid Questions

- a. This RFP will be presented to interested bidders at the site visit January 19, 2017. Any follow-up questions should be submitted by email to the Campus Engineer. Responses guaranteed within 24 hours.
 - i. Please post "RFP201701191DB – Softball/Baseball Trailers Bidder Question" in subject line of email
 - ii. Any bidder who does not follow the prescribed method of contact may be disqualified and bid rejected
- b. It is the bidder's responsibility to seek clarification on any errors in the RFP. Requests for clarification on any part of the RFP will be responded to and posted at the following address: <http://www.bacone.edu/athletictrailers>. Only inquires, questions, or clarifications to the RFP received by email will be binding to BC and must be ACKNOWLEDGED in the BIDDERS BID.

D. Bid Due Date

- a. January 25, 2017 NLT 5:00pm
- b. Inclement weather, natural disaster, or any other issue causing the Office of the President to be closed on the due date, the deadline of submission will be automatically extended until the next business date on which the office is open unless otherwise indicated by the Campus Engineer. The hours of submission shall remain the same. Any response received after the deadline will be subject to disqualification

E. Confidentiality

- a. Data provided to the bidder by BC is for purposes of this RFP only and is to remain confidential

F. Type of Contract

- a. If a contract is entered into as a result of successful negotiations, the selected bidder will be required to sign a standard BC contract. Contract generation and completion will be made between the selected bidder and the Bacone College Business Office. The scope of work as outlined in the RFP will be incorporated into the standard contract. Contract provisions will be negotiated upon tentative award with contract signing finalizing the award of the project

G. Rights of the College

- a. To reject any and all bids without incurring any reimbursement costs from bidders
- b. To enter into negotiations with more than one bidder
- c. To cancel or withdraw this RFP with or without substitution, alter or waiver the terms and condition of this RFP at sole discretion, at any time prior to the award of the contract
- d. BC is in no way obligated to contract for any service or product proposed by the bidders to this RFP
- e. BC notifies bidders that the offer to this RFP is for a bid from ANY bidders that can complete the Scope of Work as outlined
- f. BC has the right to change the project scope at any time

H. Limitations of College Liability

- a. Issuance of this RFP, or any actions taken hereunder, shall not create a duty on the part of the College to pay any costs incurred by the bidders in connection with, or resulting from, this RFP. This includes, but is not limited to, the preparation or submission of a bid or responses to inquiries from BC related to this RFP or bidder's bid; negotiations with BC related to this RFP or bidder's bid; or anticipation of a contract or otherwise with respect to this RFP or bidder's bid

I. Subcontracting

- a. Any Service proposed by the bidders that will be performed, in whole or in part, by affiliates or subcontractor of the bidders must be specifically identified. The business relationship between the bidders and such Third Parties must be sufficiently explained in the response so as to allow BC to make a reasonable judgment as to any risk or benefit of such a relationship. BC will enter into a relationship with the successful bidder, which shall assume full responsibility for the performance of any affiliate or subcontractor. By going into contract with BC, BC approves at that time all identified affiliates or subcontractors listed

J. Completeness of Response

- a. Each bidder warrants that the requirements of this RFP have been read and understood, and represents that the implementation and delivery of the goods and services specified in this RFP shall in no way obligate College, or any College Affiliate, to pay any additional costs to the bidder for the supplies and/or labor, other than those so noted and presented in the response to this RFP

K. Compliance with the RFP

- a. Bidders are required to provide the following:
 - i. **Five (5) paper copies** with all of the required submittals as their response to the RFP; In all respects, the bidder is expected to comply with the instructions and stipulations of this RFP governing bid construction, deadlines, preparation, presentation of submittal information, and the terms and conditions of the document
 - ii. BC requires that all responses be complete and that all referenced materials, specifications, and other publications be included and cross-referenced to the provisions of the RFP to which they pertain. Bidders are urged not to compel BC to search through documentation for responses to the RFP
 - iii. All bids submitted in response to this RFP will become the property of BC and will not be returned
 - iv. If additional data or information is required not outlined in this RFP, the Campus Facilities Engineer will contact bidders via e-mail and request data to be provided by a specified date with a new due date for bid submissions included as necessary
 - v. Failure to comply with the requirements of this RFP may, at the sole discretion of College, result in disqualification and the elimination of the bidder from consideration

L. Disclosure of Bid contents

- a. Bids will become part of the contract award resulting from this RFP and are not, therefore, confidential. The College has the right to use any concepts presented in any reply to this RFP. Selection or rejection of a bid does not affect this right

M. News Release

- a. News releases pertaining to this project may not be made without prior written permission of the College, and then only in coordination with the Issuing Office in consultation with the Bacone College Development Office

N. Bid Binding

- a. Unless withdrawn prior to the deadline for bid as provided in this RFP, a bid shall be binding on the bidder and may be accepted by the Issuing Officer at any time up to and including the proposed award date stated herein
- b. Price quotations and other time-dependent information contained in bids must be valid through the award date and if awarded the contract, through project completion. Negotiation may be undertaken with bidders whose bids show them to be qualified, responsible, and capable of performing the work in accordance with stated criteria. College is not liable for any cost incurred by bidders prior to contract award. The ultimate selection of a bidder is at BCs sole discretion

O. Notification of Advancement

- a. Based on the competitiveness of their RFP responses, selected bidders may be invited to participate in presentation meetings. BC will notify selected bidders via e-mail
- b. Do not contact College employees regarding the status of your response. The Issuing Officer will contact all bidders when the due diligence process is complete

P. Scope of Work

- a. Upon receipt of the completed Request For Proposal (RFP) documents, BC will evaluate responses with the intention of selecting a bidder best able to serve the College requirements for Softball/Baseball Trailers
- b. BC desires to move into a contract relationship with a contractor that is qualified and capable of meeting design and construction requirements; any bidder unable to demonstrate this competence may be excluded regardless of cost competitiveness
- c. Bidders must be able to accomplish the full phases of the Softball/Baseball Restrooms and Locker room project to include all architectural, civil, electrical, mechanical, and structural disciplines required
 - i. A bidder may submit a bid for a portion of the project at their discretion that may or may not be considered as an alternative course of action for completion of the project. BC remains flexible to accept all proposals as possible courses of action

Q. Design Considerations & Scope of Work

- a. In place is one single wide manufactured building and one double wide manufactured building. Both buildings need tied into electric and plumbing on campus. Additionally,
 - i. Both buildings required skirting to hide the metal frame and axles as well as prevent freezing of water-lines under the buildings
 - ii. Double wide
 - 1. "Men's Restroom", "Women's Restroom", and "Training Room" signage required on the outside of the manufactured building
 - 2. Steps leading to the two entry doors
 - 3. 8 toilets provided, and connected to water/sewer
 - 4. Installation of toilet stalls (total of 4)
 - 5. 4 sinks added and connected to water/sewer
 - 6. Existing sinks connected to water/sewer
 - 7. Addition of small framed wall, maintaining existing finishes, to divide men's/women's sides of the manufactured building
 - 8. Flooring that is durable, able to withstand cleats for a long period of time, and ideally installable over existing sticky floor tiles currently installed
 - 9. Investigation of current lighting to ensure it operates
 - 10. Investigation of water heater for functionality
 - 11. Investigation of heating/air conditioning for functionality
 - iii. Single Wide
 - 1. Flooring that is durable, able to withstand cleats for a long period of time, and ideally installable over existing sticky floor tiles currently installed
 - 2. Investigation of current lighting to ensure it operates

3. Investigation of water heater for functionality
4. Investigation of heating/air conditioning for functionality

R. Deliverables

- a. The Bid Letter
 - i. Must be signed by an authorized officer of the bidding organization and include evidence of his/her authority. The bid letter shall also include the names, addresses, and telephone numbers of the following individuals:
 1. Authorized persons of communication with BC regarding bid
 2. Authorized persons to conduct contract negotiations
 3. Authorized officer to sign contract
- b. Bidder shall provide a list of at least 3 previous projects similar to the Scope of Work outlined in this RFP including addresses
- c. Quality Control Plan & Organizational Structure
- d. Finish Samples (proposed flooring, interior wall cladding, and skirting)
- e. Project Schedule w/milestones
- f. Guaranteed Maximum Price (GMP)
 - i. The GMP must be organized by assembly line-item to allow for BC to easily evaluate the scope of work and any potential changes related to availability of finances

S. Evaluation Criteria

- a. Understanding of the Need and Soundness of Approach
- b. Guaranteed Maximum Price (GMP) organized as outlined in the Deliverables section
- c. Project Schedule w/milestones
- d. Quality Control and Organizational Structure

T. Milestones

- a. January 19, 2017 – Site Visits
- b. January 25, 2017 – Bids due
- c. February 1, 2017 – Notice of Award
- d. February 6, 2017 – Project Schedule Begins

U. Bidder Responsibilities

- a. Project completion from design through construction
- b. Compliance with State, Federal, and Large Gathering Facilities Specifications and Regulations
- c. Proof of Bonding and Insurance

All bids submitted will remain confidential and not discussed between other offerors and Bacone College.