

## **INSTRUCTIONS TO PROPOSERS:**

### **1. SCOPE OF WORK**

Project description:

Cloud County Community College (CCCC) is issuing this Request for Proposals (RFP) soliciting proposals from qualified firms to renovate the CCCC Children's Learning Center at Tech West on the Concordia Campus. This building is free of asbestos.

Building Location:  
2222 Campus Drive  
Concordia, KS 66901

### **2. PROVISIONS**

- A. The contractor shall provide all materials, tools, machinery, labor, and supervision necessary for the renovation of the above property. CCCC will provide the refrigerator, dishwasher, and washer and dryer.

#### All Interior:

- Remove existing flooring
- Install college approved LVT and carpet as noted in plans.
- Prime and paint college approved colors
- Update college approved lighting
- Replace drop ceiling tiles as needed
- Windows screened or guarded

#### Specs by Legend number:

1. **Preschool Room:**
  - Demo and patch portion of 2 walls in Preschool room. (shown with red dashed line)
  - Install (2) college approved children hand sinks
  - Install/Update (2) college approved bottle fill station
  - Install college approved cabinets/countertops
  - Install (2) college approved ceiling fans
  - Install outlet by preschool teacher desk (West wall by bathroom)
2. **Storage:**
  - Install college approved cabinets on south wall in storage
  - Install outlet for deep freeze on South wall
3. **Utility:**
  - Remove existing washer and dryer lines from utility closet
4. **Preschool Bathroom:**
  - Remove existing block wall between closets (shown with red dashed line)
  - Patch in old doorways and relocate door
  - Install college approved bathroom fixtures
  - Install college approved storage cabinet

- Install storm shelter reinforcement
- 5. Toddler Bathroom:
  - Install storm shelter reinforcement
- 6. Kitchen:
  - Relocate existing range from West wall to East wall.
  - Furnish and install sink with college approved 3 basin commercial sink.
  - Install college provided commercial dishwasher.
  - Furnish and Install new college approved cabinets/countertops
  - Install new college provided commercial refrigerator.
- 7. Directors Office:
  - Install flooring and paint
- 8. Storage/Break Room/Laundry
  - Install outlets for copier and laminator on North walls (either side of door)
  - Furnish and Install college approved cabinets/countertops
  - Install washer and dryer hook ups. College will provide appliances.
  - Add outlet for fridge
  - Furnish and Install new college approved sink
- 9. Adult Bathroom:
  - Install new college approved door on North wall
  - Replace college approved fixtures
  - Install new college approved cabinet
- 10. Nursing Room:
  - Demo existing bathroom
- 11. Infant Sleeping Area:
  - Install college approved carpet
- 12/13/14. Infant Room/Toddler Room/Mixed Group Room
  - Add 6' free standing wall between 12/13
  - Install college approved cabinets/countertops
  - Install college approved sinks along North walls
  - Install college approved ceiling fans in each unit
  - Install exterior door and replace window in 13 (area shown in red dashed circle)

Outside work to be done

- Concrete expanded/repared
  - Install college approved 4' black iron/vinyl fence
  - New storage sheds
  - Concrete work along north building and around the sides updated to code
- B. No materials shall be salvaged, stored or accumulated in any area.
- C. The contractor shall be responsible for the removal and proper disposal of all materials and shall provide CCCC with landfill receipts prior to release of payment. Debris to be delivered to a landfill(s) licensed for this type of debris in accordance with all federal, state, and local laws. All loads shall be

covered and secured prior to and during transport. The contractor relieves CCCC of all liability in the disposal of debris. The contractor is responsible for all other applicable fees, permits, and required notices not identified in Section 2.A above.

D. The contractor will provide a safe working environment.

### **3. SCHEDULE**

- Issue Request for Proposals (RFP) - March 1, 2022
- Deadline for receipt of written questions and requests for addenda - March 11, 2022
- CCCC responds to questions and/or addenda issued - March 15, 2022
- Proposals due – 2:00pm Central Time - March 21, 2022
- Tentative Notice to Proceed - May 31, 2022

### **4. GENERAL PROPOSAL CONDITIONS**

- A. Contractors must meet all licensing requirements of the City of Concordia.
- B. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- C. Proposers understand and agree that submission of a proposal will constitute acknowledgement and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent contract between the selected proposer and CCCC.
- D. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be CCCC's responsibility, and its judgement shall be final.
- E. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, and other information as specified in Section 6 and otherwise required in this RFP. Each proposal shall be signed in ink by a duly authorized officer of the company.

### **5. SUBMISSION OF PROPOSALS**

- A. Proposals in response to this RFP shall be considered received at the time actually received by the addressee. All proposals and other communication should be addressed to CCCC as follows:

Caesar Wood  
VP for Administrative Services, Cloud County Community College  
2221 Campus Drive  
Concordia, KS 66901  
Phone: 785-243-1435

Email: [Caesar.wood@cloud.edu](mailto:Caesar.wood@cloud.edu)

- B. Written proposals must be received by CCCC at its office address listed in paragraph A of this section by 2:00pm, Central Time, March 21, 2022
- C. Proposals received after this specified date and time shall be considered late and shall not be considered for evaluation.
- D. Each proposal shall be in the form specified in this RFP, and in a sealed envelope with outside markings stating: CCCC Children's Center Renovation Proposal.

## **6. REQUIRED ELEMENTS OF PROPOSALS**

- A. Cover Letter. Each proposer shall submit a short cover letter including the name and address of the organization submitting the proposal, and the name, address, and telephone number of the contact person who will be authorized to make representation for the organization.
- B. Experience.
  - Qualifying Experience. Brief history of the firm indicating any fields of expertise, previous experience with jobs of similar scope. List a minimum of three (3) recent projects similar in scope (if possible)
  - Litigation. Provide a list of any litigation in which the Firm and/or Managing Principal is named a party.
- C. Proposed Work Plan/Schedule
- D. Certificate of Liability Insurance. Proposer must submit proof of liability insurance in an amount of at least \$1M. If proposer is awarded a contract for this project, a certificate of liability insurance listing CCCC as an additional insured will be required.
- E. Bid Submittal Form.

## **7. CLARIFICATION AND ADDENDA PROCESS**

- A. A proposer may submit to CCCC a written request for an interpretation or clarification of, or an addenda to this RFP. Any such request must be received by CCCC no later than 2:00pm, Central Time, March 11, 2022. The request must be emailed to [caesar.wood@cloud.edu](mailto:caesar.wood@cloud.edu). The subject line of all emails should be "CCCC – Children's Center Renovation RFP." Proposers should specifically note CCCC prefers questions be submitted by email.
- B. CCCC will review and prepare a written response to each request made by a proposer pursuant to this section. CCCC written determination will be emailed by March 15 unless circumstances require a later date.

- C. CCCC reserves the right to make modifications or addenda to this RFP. If CCCC determines it is appropriate to revise any portion of this RFP, either at the request of a proposer or upon CCCC's own initiative, CCCC will issue, and make available to all prospective proposers via CCCC's website at [www.cloud.edu](http://www.cloud.edu).
- D. CCCC is not bound by any oral interpretations, clarifications, or changes made to this RFP by any CCCC employee or consultant. Any clarification or change to the RFP must be provided in writing pursuant to this section.

#### **8. COST OF PROPOSAL**

Any costs incurred by proposers in responding to this RFP shall be the proposer's sole expense and will not be reimbursed by CCCC.

#### **9. CANCELLATION OF REQUEST FOR PROPOSALS**

CCCC Reserves the right in its discretion to cancel this RFP in whole or in part.

#### **10. PROPOSAL REJECTION**

CCCC reserves the right to accept or reject any and all proposals submitted in response to the RFP, or refuse to enter into any contract resulting from any proposal submitted, without expense to CCCC.

#### **11. PROPOSAL WITHDRAWAL**

Bids will be evaluated promptly after opening and a bid tabulation summary will be provided upon request. Bid results will not be given over the telephone. No bid may be withdrawn for a period of thirty (30) calendar days after March 22.

#### **12. AWARD**

Award of bid shall be made to the lowest responsible bidder meeting the specifications set forth herein. In addition to the quoted price, the following criteria may be used in the award: past experience, and service provided by the proposer, quality of work, completion date, and other factors deemed relevant by CCCC.