



# **Plumbing Services**

**# 0809-6213F**

**Facilities Department  
143 Bostwick Avenue NE  
Grand Rapids, MI 40503**

**PLUMBING SERVICES  
GRAND RAPIDS COMMUNITY COLLEGE  
RFQ #0809-6213F**

**GENERAL CONDITIONS**

Grand Rapids Community College is requesting contractors to submit bids to service the college for plumbing. The service will be for projects that cannot be performed by the Community College staff.

This agreement will commence on July 1, 2009 and expire on June 30, 2010.

Contract Expiration Date June 30, 2010.

Renewable each year thru June 30, 2012 at the discretion of Grand Rapids Community College Director of Purchasing

- A. Any questions regarding interpretation or intent must be made in written form. Questions should be emailed to Mansfield Matthewson, Director of Purchasing, at [mmatthew@grcc.edu](mailto:mmatthew@grcc.edu) by **12:00PM, Wednesday, May 27, 2009.**

Vendors who have indicated intent to respond will be e-mailed answers to all questions received by **5:00PM, Thursday, May 28, 2009.**

- B. The official copy of your proposal must be received in the Purchasing Department of Grand Rapids Community College **no later than 3:30 p.m. on Monday, June 1, 2009. Responses must be clearly marked "Plumbing Services - RFQ #0809-6213F."**

**Mailed** responses to:

Mansfield Matthewson  
Director of Purchasing  
Grand Rapids Community College  
143 Bostwick NE  
Grand Rapids, MI 49503

**Delivered** Responses to:

Mansfield Matthewson  
Director of Purchasing  
Grand Rapids Community College  
180 North Division St NE  
Room 303 College Park Plaza

Grand Rapids, MI 49503

Telegrams and/or phone responses are not acceptable. **THREE** copies of the proposal shall be included. Additionally, **ONE** electronic media (CD) copy of the proposal shall be included (with pdf files, pricing to be submitted in both pdf and excel formats) . The College will accomplish distribution to proper personnel.

The College will not consider or examine late Responses. Amended Responses will not be considered unless they are received in the Purchasing Department on or before the above time and date. The official copy must contain the complete response and related materials. A duly constituted corporate official legally capable of binding the Vendor must sign Responses.

C. The Owner reserves the right to reject any or all bids.

D. BID EVALUATION

The College will determine which responses are to be considered for evaluation and will determine the successful vendor. A team led by the Facilities Department and the Purchasing Department, following the College's policies and procedures, will conduct the evaluation process.

The College reserves the right to reject any and all proposals, wholly or in part, and waive any irregularities in the RFQ process.

E. Equal Opportunity Employer

The Grand Rapids Community College, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including Title VI and Title VII (with Amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1974 as amended 38 USCO20-12. It is the policy of the Board of Trustees that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, sexual orientation or veteran status, shall be discriminated against in employment, educational programs and activities, or admission. Inquiries or complaints should be addressed to the [Equal Employment Opportunity Office](#), 143 Bostwick NE, and Grand Rapids 49503-3922, (616) 234-3972.

F. INSURANCE REQUIREMENTS

The successful bidder shall provide insurance certificates for minimum insurance coverage as follows:

	<b><u>Each Occurrence</u></b>	<b><u>Aggregate</u></b>
<b><u>GENERAL LIABILITY</u></b>		
Bodily Injury Liability	\$ 1,000,000	\$2,000,000
Property Damage	\$ 1,000,000	\$2,000,000
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	\$2,000,000
<b><u>AUTOMOBILE LIABILITY</u></b>		
Bodily Injury & Property Damage Combined Single Limit.	\$1,000,000	
<b><u>EXCESS LIABILITY</u></b>		
Commercial Umbrella Coverage	\$1,000,000	\$1,000,000

**WORKERS' COMPENSATION & EMPLOYERS' LIABILITY**

Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

**ADDITIONAL INSURED**

Grand Rapids Community College, its elected or appointed officers, officials, employees and volunteers are included as insureds with regard to damages and defense of claims arising from:

- (a) activities performed by or on behalf of the Named Insured,
- (b) products and completed operations of the Named Insured,
- (c) premises owned, leased or used by the Named Insured, or
- (d) the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured."

**G. Scope of Work:**

Bidders are requested to submit their bids based on the following information:

1. Contractor will be licensed by the State of Michigan in accordance with all state regulations and requirements to perform plumbing services.
  2. Contractor will provide prompt, emergency service. Contractors must respond to emergency call within 2 to 4 hours.
  3. Contractor will provide all necessary labor and materials to perform the services.
  4. Contractor must have all necessary tools & equipment for plumbing jobs.
- The Contractor is responsible for any required permits, fees, notices, etc. for any federal, state or local government agency having jurisdiction over the project. Costs and arrangements for governmental inspection shall be the responsibility of the Plumbing Contractor.
  - The Plumbing Contractor shall be responsible for maintaining an environment in compliance with all rules, regulations and codes covering an occupied school facility.
  - Bidding Plumbing Contractor shall be able to substantiate a good record of performance and service. Financial status of bidders may be reviewed by Grand Rapids Community College as part of process of selecting most desirable bid.
  - Contractor will provide **all** tools/equipment to perform the work on site.

\* *Please note that Grand Rapids Community College has acquired Davenport University (downtown campus) - 415 Fulton St. E., Grand Rapids, MI 49503-5926. Grand Rapids Community College reserves the right to apply this contract to the Davenport property if deemed necessary in the best interest of the college.*

H. TAXES, PERMITS, LICENSES, FEES, ETC.

- a) All taxes, miscellaneous fees, permits, etc; shall be included in the bid price.
- b) Mileage rates to be included in bid response.

I. SAFETY

Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the Contractor.

J. RIGHT TO KNOW

In accordance with **MIOSHA** regulations pertaining to the "**Michigan Right to Know Law**" the Owner has posted Material Safety Data Sheets for any hazardous chemicals in their work place. The Contractor shall designate a coordinator to oversee the institution and maintenance of a similar program for the areas in which construction work will take place. The program must encompass all **MIOSHA** Regulations with regards to the "**Michigan Right to Know Law**" for all hazardous chemicals, which will be used on site during the course of construction.

K. ASBESTOS FREE CERTIFICATION

No asbestos containing material shall be purchased or installed as part of this project. The Contractor shall be required to certify that no asbestos containing materials have been placed in this project.

L. NON-PERFORMANCE EVALUATIONS

The College reserves the right to terminate this agreement within thirty (30) days of written notice and prior to any Contract termination date, if either service, equipment or Contract performance and conduct, as judged by College, does not meet acceptable standards

M. INVOICING

The Owner reserves the right to select and receive, per month, either one monthly itemized invoice or a separate monthly invoice for each property or facility listed on accompanying page.

N. PRICE

- a) Prices quoted will be firm for the first year of the contract. Owner reserves the right to extend the agreement for a 2<sup>nd</sup> and/or 3<sup>rd</sup> year.
- b) In addition to what has been specified, Suppliers are encouraged to

provide “expressive bid” alternate pricing by suggesting alternate specifications, technology, terms and conditions, service conditions, etc. that could result in flexibility and cost savings for Grand Rapids Community College and for the Vendor. Vendors must insure that their alternate proposal meets or exceeds requirements and specifications as detailed throughout this RFP.

O. Taxes

Grand Rapids Community College is exempt from Michigan Sales Tax. Grand Rapids Community College will furnish a tax exempt certificate upon request.

P. Tobacco Free

Grand Rapids Community College is a tobacco free campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in College buildings, vehicles and premises. All individuals are expected to acknowledge the tobacco free policy and provide full compliance. See [www.grcc.edu/tobaccofree](http://www.grcc.edu/tobaccofree) for additional information.

*Disclaimer: If any changes are made to this solicitation document by any party other than Grand Rapids Community College, the original document in Grand Rapids Community College’s files takes precedence.*

**REQUEST FOR FORMAL QUOTE TO PROVIDE  
PLUMBING SERVICES  
RFP #0809-6213F**

LABOR COST/ONLY

Journeyman \_\_\_\_\_ per hour

Apprentice \_\_\_\_\_ per hour

Labor \_\_\_\_\_ per hour

MATERIALS

Materials \_\_\_\_\_ Mark up %

MILEAGE

Mileage \_\_\_\_\_ per mile

\*Note: All mark ups - insurance - over head and profit are to be included in your hour rate.

**REFERENCES:**

All bids must include five references including two higher education institutions (if possible) and three additional references. Local West Michigan references are preferred. References should include company name, contact name, address, phone, fax and email address and contact information for the specific person who is knowledgeable about the Vendor's record and performance. References may be contacted for consultation and/or site visits at our discretion.

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE/FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE/FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE/FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE/FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE/FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_