

**SMALL CONSTRUCTION STANDING ORDER CONTRACTORS PURCHASE PROGRAM (SOC)
REQUEST FOR PROPOSALS (RFP)
University of Colorado Colorado Springs
5 Year List – May 2021 through May 2026
Project Number 22-015**

I. GENERAL INFORMATION

- A. It is the intent of the UCCS Small Construction Standing Order Contractors Purchase Program to select trade partners which are capable of successfully executing construction projects in an occupied education and research environment without disruption of on-going programs. Firms will be judged their experience and their ability to address issues critical to the success of a project, as outlined in this RFP document.
- B. Projects to be bid under this program shall not exceed \$500,000 in total costs. The purpose of this RFQ is to create a list of prequalified Standing Order Contractors to submit documented quotes on UCCS projects under \$500,000 until May 31, 2026.
- C. Contractors prequalified under this RFQ may be asked to provide documented for projects as they arise on campus. Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law. Prequalified contractors from this RFP will be retained on the list through May 31, 2026. An enrollment process for new applicants will occur annually.
- D. Responses to the RFP will be evaluated by a panel of individuals who will be involved in the project and/or understand the required services associated with a small construction project. See SECTION III SELECTION PROCESS.
- E. Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.
- F. Please note: Qualification under this program is not a guarantee of any work.
- G. Statement of Work and Type of Scopes of Work: The scope of services for any project will include assistance to UCCS during the process of construction and warranty period. The tasks to be performed include those typically performed by the trades and contractors.

H. Below is a list of trades for which we are soliciting construction services. The list is not exclusive. If you represent a trade which is not listed, please contact UCCS Planning, Design, and Construction at submit@uccs.edu to discuss inclusion on the list.

- General Contractors
- Asphalt Paving and Crack Seal
- Striping Pavement
- Concrete
- Masonry
- Metals – Guardrail, misc fabrications
- Roofing
- Openings – Doors, Windows and hardware, glazing
- Painting
- Flooring
- Millwork/Casework
- Signage – Interior and Exterior
- Specialties – Window Treatments, Toilet Partitions, Lockers
- Fire Protection – Sprinklers and alarm
- Plumbing
- HVAC
- Electrical
- Utilities
- Erosion Control Maintenance
- Landscaping and Irrigation
- Trail Construction
- Emergency Mitigation and Restoration
- Asbestos/Lead Abatement
- Structured Cabling Contractor
- Access Control Contractor
- Audio Visual (AV) Contractor

II. RFQ RESPONSE

A. General Documentation and Insurance Requirements for All Trades:

The following documents shall be submitted in order as listed below. Required forms are provided in the attachments following the main document. Please ensure all forms are filled out completely.

1. **Contractor Information Page**
2. **Acknowledgement and Attestation Form** Do not include all 4 completed forms; use only the form applicable to the firm.
3. **CU-W-9 form** –Firms MUST use the form specified. No other W-9 forms will not be accepted. To complete a CU-W-9, you must register at the below website and complete the form. If you are approved on the SOC list, then our staff will activate the CU-W-9 form.
4. **Certification and Affidavit Regarding Unauthorized Immigrants form UL-**
5. **Certificate of Insurance as required in the General Conditions and Supplemental General Conditions of the Contract** Note: Include mention of making the Regents of Colorado an additional insured
6. **Bonding Capability** - Demonstrate proof of ability to provide:
 - Performance, Labor and Material Payment Bonds for projects up to \$500,000
 - Bid Bonds for projects up to \$500,000
 - For this, the respondent must provide documentation from its Surety, clearly indicating its full bonding potential against bonding commitments. Proof will be required on a per-project basis.
 - Note: Painting contracting firms are not required to provide proof of bonding ability with this RFP submittal. Proof will be required on a per-project basis.

7. Proof of Licensing

- When applicable, contractors must be licensed in the City of Colorado Springs, or in a city along the Front Range of the State of Colorado. Licenses, where applicable, shall match work being performed.
- Provide a list of jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license and certificate numbers. Also, where applicable, list the employees associated with each license and/or certification.
- If you are in a trade that is not issued a typical license by a city, please respond to this tab with "N/A".

8. Firm History – Please address the following points:

- Firms must be in business, operating in the current trade, in the State of Colorado, for a minimum of the last three (3) consecutive years.
- To be qualified for a specific trade, contractor shall have been in business operating in current trade for a minimum of the last three (3) consecutive years. In addition, contractor shall have employees/staff that are qualified to perform services under that trade or plan to subcontract services under that trade.
- How many years has your organization been in business as a contractor in the State of Colorado under your present business name?
- How many years experience in the trade does your organization have?

B. Firm Project History

Provide the following information for a minimum of three (3) projects (more may be included if applicable) your firm has completed in the last five (5) years or currently has in progress, incorporating the trade in which you are seeking prequalification. Each of the three (3) projects must have an original bid amount range up to \$500,000. Documentation should include:

- Project Name
- Owner's Principal Representative and/or Architect/Engineer contact name, address, email address, and phone number
- Project Manager, superintendent, and other key personnel names and a description of the function(s) they performed
- Brief description of project scope
- Indicate bid amount, value of change orders, and final contract value
- Current references including the party's name, company name, title, email, and phone number.

C. Firm Project History at UCCS

If applicable, provide the following information for any projects (up to 3 projects) your firm has completed for UCCS in the last five (5) years.

- Project Name
- Brief description of the project scope
- UCCS Project Manager/contact
- Contract Amount

D. Firm Team Member Qualifications

Provide qualifications and a brief resume for the following personnel who will be assigned to work at UCCS:

- Project Manager
- Superintendent
 - On-site foreman

E. Legal History

Provide information on any claims and suits your firm has been involved in during the last 10 years. Please address the following points:

- Has your organization ever failed to complete a contract? If yes, please provide details.
- Has your firm been in litigation, judgments, claims, arbitration proceedings, or suits? If yes, please provide details and state the status of the proceedings.
- Has your organization filed any lawsuits or requested arbitration about construction contracts? If yes, please provide details and state of the status of the lawsuit.

F. Special Documentation Requirements by Trade

1. Asbestos/Lead Abatement/Mold Remediation Contractors Only:

Asbestos contractors must comply with:

- a. 5-CCR-1001-10 Effective 031721 Control of Hazardous Air Pollutants
- b. 6 CCR 1007-2 effective 1-14-21 – Solid waste regulations regarding disposal of ACM
- c. Lead abatement contractors must comply with CRS 25-7-1101
- d. Contractor’s Pollution Liability Insurance: Contractor’s Pollution Liability requirements are found in the Supplemental General Conditions (provided in attachment). They shall not commence work until UCCS is provided a Certificate of Insurance form showing the firm has this coverage in place and the certificate has been approved by the University Risk Management.

2. Structured Cabling Contractors Only:

- e. Contractor must be able to install Commscope cabling and solutions.
- f. At least one or more BICSI® RCDD® (Registered Communications Distribution Designer) on staff.
- g. Contractor shall provide a 25-year warranty on installation. Provide documentation confirming you provide warranty.
- h. Contractor must have a documented minimum of seven (7) years of successful installation experience with projects utilizing communications structured cabling, media systems, infrastructure, raceway and equipment similar to that required for a project. Provide documentation that you meet this requirement.
- i. Contractor must provide two (2) references for the contractor’s service department.
- j. The company shall have a fully staffed office with technical installations support personnel within 75 miles of UCCS main campus. Provide statement that office is located within 75 miles of UCCS main campus.

- k. Provide a personal resume of formal education or certifications and experience of the contractor Project Manager who would presumably be project lead on UCCS projects. Project Manager assigned to a project must have a minimum of three (3) years continuous contracting project management experience on projects of similar size and complexity.
- l. Provide a personal resume of formal education or certifications and experience of the contractor's foreman who would presumably be working on UCCS projects.
- m. Provide a description of the Contractor's capabilities for rack assembly, shop fabrication, repair, and servicing of Systems.
- n. Provide a description of the Contractor's capabilities for generating CAD (or other digital graphics) documentation for the Shop Drawings and As-Built Drawings.

3. Access Control Contractors Only:

- a. UCCS has standardized on Blackboard Transact access control systems. Contractor must be able to install this system.
- b. Contractor must have a documented minimum of seven (7) years of successful installation experience with projects utilizing communications structured cabling, media systems, infrastructure, raceway and equipment similar to that required for a project. Provide documentation that you meet this requirement.
- c. Contractor must provide two (2) references for the contractor's service department.
- d. The company shall have a fully staffed office with technical installations support personnel within 75 miles of UCCS main campus. Provide statement that office is located within 75 miles of UCCS main campus.
- e. Provide a personal resume of formal education or certifications and experience of the contractor Project Manager who would presumably be project lead on UCCS projects. Project Manager assigned to a project must have a minimum of three (3) years continuous contracting project management experience on projects of similar size and complexity.
- f. Provide a personal resume of formal education or certifications and experience of the contractor's foreman who would presumably be working on UCCS projects.
- g. Provide a description of the Contractor's capabilities for rack assembly, shop fabrication, repair, and servicing of Systems.
- h. Provide a description of the Contractor's capabilities for generating CAD (or other digital graphics) documentation for the Shop Drawings and As-Built Drawings.

4. Audio Visual (AV) Only:

- a. Contractor must have a documented minimum of seven (7) years of successful installation experience with projects utilizing communications structured cabling, media systems, infrastructure, raceway, and equipment similar to that required for a project. Provide documentation that you meet this requirement.
- b. Provide a list of manufacturer/products for which the Contractor is a dealer. Provide the duration of the relationship and the extent of the manufacturer/product training.
- c. Contractor must have a Crestron certified programmer. Provide documentation.
- d. Contractor must provide two (2) references for the contractor's service department.

- e. The company shall have a fully staffed office with technical installations support personnel within 75 miles of UCCS main campus. Provide statement that office is located within 75 miles of UCCS main campus.
- f. Provide a personal resume of formal education or certifications and experience of the contractor Project Manager who would presumably be project lead on UCCS projects. Project Manager assigned to a project must have a minimum of three (3) years continuous contracting project management experience on projects of similar size and complexity.
- g. Provide a personal resume of formal education or certifications and experience of the contractor's foreman who would presumably be working on UCCS projects.
- h. Provide a description of the Contractor's capabilities for rack assembly, shop fabrication, repair, and servicing of Systems.
- i. Provide a description of the Contractor's capabilities for generating CAD (or other digital graphics) documentation for the Shop Drawings and As-Built Drawings.

5. **Electrical Contractors only:**

Provide the following licenses for staff:

- Electrical Company – State of Colorado master electrician license
- Electrical on-site – State of Colorado Journeyman license

6. **Emergency Mitigation & Restoration Contractors only:**

Demonstrate, in writing, that your firm can provide and/or meet the following:

- Ability to respond to campus within 1-2 hours of an event (i.e. flood, fire, mold, smoke, wind, sewer backup, etc.)
- Ability to identify sources, measure temperature and humidity levels, provide dehumidification, air movers, perform water extractions, pack and move furniture and contents, provide security, identify potentials for mold growth and take corrective actions to prevent, odor and dust control, provide treatments, inspect floors, sub floors, walls, provide selective demolition, provide reconstruction, provide debris removal services, provide emergency cleaning, provide temporary power/generators, provide services to deal with vital records and book recovery, and to provide on-site project management and e-mail communications.
- Must use a contractor that meets the requirements in Section 06 for asbestos/lead abatement/mold remediation.

7. **Fire Protection Contractors only:**

Demonstrate, in writing, that your firm meets the following:

- The design of the fire protection systems shall be performed by or under the direction and control of a Colorado registered P.E. or a NICET level IV, unless otherwise advised by the AHJ during the Design Document phase in which case, an individual with NICET, level III or higher may be accepted. Said professionals shall be experienced in fire protection, thoroughly familiar with and experienced in this type of installation. Colorado registered professional engineers of the NICET level III (or higher) professionals who are "Members" in the national organization of the Society of Fire Protection Engineers

(SFPE) or meet the qualifications for the grade of “Member” in the national organization of the SFPE are preferred.

- No design related work shall be subcontracted or performed by persons other than bona fide employees working solely for the contractor. Any exception shall be pre-approved by the owner, in writing.
- Shall be prequalified by the University to work on any major projects. Major projects shall be identified by Facilities Management project manager and AHJ on a case by case basis. As a rule of thumb, projects involving more than 10,000 square feet of sprinkler protection should be considered major. The entire fire protection system project including design, calculation, installation, and testing, excluding pre-fabrication shall be bid by a single firm with has the capabilities to perform all of the work required under this standard. No installation work shall be sub-contracted without prior permission in writing from the AHJ. Firm notable to meet the requirements of this paragraph shall be considered to have limited prequalification.
- Shall be registered for the design and installation for fire protection systems in the State of Colorado.
- Shall have a minimum of five (5) years of experience in the design and installation of similar projects of comparable size and value.
- Shall have the capability of providing a full service maintenance, testing, and inspection program in accordance with NFPA standards and where applicable, be certified to perform these services.
- Shall have an established office within one hundred (100) miles of the campus, which maintains a full complement of spare parts, tools, and equipment for the specific project and type of system.
- Shall have an emergency service capability for response to emergency conditions.

8. **Flooring Contractors only:**

UCCS is soliciting services to furnish and install carpets from the following manufacture brands: Tandus, Mohawk, Patcraft, Shaw, Interface, Milliken, Armstrong, and Karastan.

- Provide a list of flooring products and brands which your organization can furnish and install.
- Provide a letter from the manufacturer stating that you are authorized to sell the brands you listed above.

9. **Plumbing Contractors only:**

Provide copies of licenses for staff:

- Plumbing Company – State of Colorado master Plumber’s license
- Plumbing on-site – State of Colorado Journeyman license
- Gas Piping – ICC Master Plumber with Gas, ICC Journeyman Plumber with Gas, ICC Master Gas Fitter, ICC Journeyman Gas Fitter, ICC Master Mechanical, ICC Journeyman Mechanical, ICC City and County of Denver Steam and Hot Water Supervisor, and/or ICC City and County of Denver Steamfitter Journeyman

Demonstrate, in writing, the firm’s ability to meet the following requirements:

- 5 years institutional or heavy commercial experience
- On-site supervisor must have a minimum of 3 years supervisory experience

10. Utilities Piping Contractors only:

Demonstrate, in writing, the firm’s ability to meet the following requirements:

- Minimum 5 years municipal experience
- On-site supervisory – minimum 3 years supervisory experience
- Minimum 3 years experience with large piping system

11. Recreational Trails Construction Contractors only:

Demonstrate, in writing, the firm’s ability to meet the following requirements:

- On-site supervisory – minimum 3 years supervisory experience
- Familiarity with UCCS climate, weather, plant ecosystems and soils
- Sample trail projects and role/involvement with each project
- Insurance requirements consistent with the scope of work
- References

III. GUIDELINES FOR SUBMISSION

A. Schedule

Advertisement – UCCS Website	<u>8 April 2022</u>
RFP Document Release	<u>8 April 2022</u>
Optional Pre-submittal Conference	<u>15 April 2022</u>
Date Email Questions (Clarifications) Due by 5:00pm	<u>20 April 2022</u>
Date Email Responses Issued by 5:00pm	<u>29 April 2022</u>
Submittals Due by 5:00pm	<u>6 May 2022</u>
New vendors on SOC list posted to UCCS Planning, Design, and Construction Website	13 May 2022

B. Questions, Clarifications, and Addenda

1. Written Questions (Clarifications) Due to UCCS per schedule by 5:00pm. Submit questions to submit@uccs.edu
2. Addenda Issued on UCCS Planning, Design, and Construction Website per schedule by 5:00pm [Standing Order Contractor Program | Planning, Design, and Construction \(uccs.edu\)](http://Standing Order Contractor Program | Planning, Design, and Construction (uccs.edu))
3. Prequalification Submittals Due to UCCS per schedule by 5:00pm. Submit RFPs to submit@uccs.edu
4. Please note: Non-compliance with any of the above may indicate a non-responsive submittal. Non-responsive submittals may not be evaluated further.
5. The above may be subject to change. Responding firms shall be notified of revisions. Please see our website at: [Projects Out For RFQ/RFP | Planning, Design, and Construction \(uccs.edu\)](http://Projects Out For RFQ/RFP | Planning, Design, and Construction (uccs.edu))

6. Clarifications/Addenda

Owner initiated changes to this RFP will be issued under numerically sequenced addenda.

- a. Corrections
- b. Clarifications
- c. Changes in scope or services
- d. Time and/or date changes
- e. Respondents must acknowledge all issued addenda in their proposals.
- f. Respondent initiated requests for clarification must be submitted in writing **(via e-mail only)**

C. Conditions of Prequalification

All respondents shall accept the conditions of this RFP, including, but not limited to, the following:

- All prequalification packages and bids shall become the property of UCCS and will not be returned..
- Late prequalification submittals or bids shall not be evaluated.
- Any restriction as to the use of prequalification or bid materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary proposals will not be honored.
- UCCS reserves the right to reject any or all prequalification submittals or bids on the basis of being non-responsive to this RFP or for failure to disclose requested information.
- UCCS shall not be liable for any costs incurred by respondents in the preparation and submission of prequalification submittals, documented quotes, bids, interviews, nor in costs related to any element of the selection and contract negotiation process.
- The respondent has reviewed the entire RFP and addenda and, by executing and returning the appropriate Acknowledgment and Attestation form, has agreed that the terms and conditions of the contents of this RFP and addenda are expressly acceptable without reservation.
- UCCS reserves the right, without invalidating proposal content, to request clarification of respondent information.

D. Format for Prequalification

Respondent must comply with the following items. UCCS retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of UCCS.

- Submit **one (1)** complete copy of all material **for each trade** for which the firm is seeking prequalification.
- Prequalification submittals must be submitted in the format requested as indicated in Section IB, INTENT AND REQUIREMENTS. Additional information, if provided, shall appear at the end of the proposal under its own tab(s).
- Response to all items shall be complete.
- All references shall be current and relevant.

IV. SELECTION PROCESS

The Small Construction Standing Order Contractor Purchase Program will be conducted as outlined below:

- a. Qualified firms will be those firms that comply with all qualification requirements.

- b. Those contractors that meet the prequalification requirements may be invited to provide a documented quote on projects up to \$500,000 that become available under this program. Any single prequalified contractor may be invited to provide a not-to-exceed quote for projects under \$25,000. Projects under \$25,000 will be negotiated and require a detailed time and materials not-to-exceed written quote from a prequalified contractor. A minimum of three (3) prequalified contractors will be invited to provide a documented quote on projects between \$25,000 and \$50,000. The contract for each small project will be awarded to the responsive, responsible contractor with the lowest documented quote for that project and can meet the project schedule.
- c. **Projects between \$150,000 and \$500,000 will be required sealed quotes and will be publically opened.**
 - Prequalification under this RFP is not a guarantee of work.
 - UCCS reserves the right to publically bid any construction project under \$500,000.
 - Selection will generally be based upon the following:
 - a. Prequalification process: 100% based on qualifications.
 - b. Project Documented Quote Process: 100% based on the fixed firm priced documented quote, verification and understanding of the project scope, and confirmation that the project schedule can be achieved. Pre- or post-qualifications may occur for specialized projects.

V. CONTRACT INFORMATION

- A. Upon award, a standing purchase order will be issued to a prequalified contractor.
- B. All individual projects will require a written notice to proceed prior to beginning on-site work.
 - Projects under \$25,000 will be negotiated and require a detailed time and materials-not-to-exceed written quote. The quotes shall include a breakdown of the skill level and hourly cost of workers proposed, number of labor hours proposed, and cost of materials required for the project. The invoice shall include the number of hours and price per hour of labor hours billed and breakdown of materials and/or equipment being charged.
- C. A standard State of Colorado Design/Bid/Build Contractor's Agreement (SC-6.21) and associated documents, including the Performance and Labor and Material Bonds, will be required for all projects between \$100,000 and \$500,000. A sample of the model contract to be used is included on our website. Respondents shall carefully review the State of Colorado Design/Bid/Build Contractor's Agreement (SC-6.21), viewable on our website at [Standing Order Contractor Program | Planning, Design, and Construction \(uccs.edu\)](https://uccs.edu/standing-order-contractor-program) Contracts that are equal to or exceed \$50,000 shall have retainage withheld and shall have a notice of final settlement published before the final payment is made and retainage released.
- D. Bid bonds are required for all documented quotes equal to or greater than \$50,000. Bid form is available on our website.
- E. The State of Colorado, Office of the State Architect, contract and procedural documents are included as part of this RFP. This includes, but is not limited to, the General Conditions of the Construction Contract (SC 6.23). The contractor agrees to adhere to the latest version of all documents at the time a notice to proceed is issued for a project. These documents are found on our website [Standing Order Contractor Program | Planning, Design, and Construction \(uccs.edu\)](https://uccs.edu/standing-order-contractor-program).
- F. UCCS reserves the right to make changes to the appended model contract and procedural documents, including deletions, additions, and/or modifications that may be necessary to more completely describe the services defined or implied herein. State of Colorado Notice of Award, Notice to Proceed, closeout, change order, and pay application forms shall not be required for projects less than \$50,000.

- G. Any approved reimbursable costs made under the terms of the final agreement shall be a direct pass on cost with no adjustment to the fee described therein.
- H. Vendor(s) receiving an award resulting from a bid will be responsible for providing these services/commodities per the bid specifications to the University of Colorado Colorado Springs, to include all departments and campuses. The appropriate University personnel, on an as-needed basis, will execute contracts under prequalified moves.

VI. ADDITIONAL REQUIREMENTS and INFORMATION

- A. SUB-CONTRACTOR QUALIFICATIONS: All contractors are advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this agreement, must meet the requirements as outlined in this same Small Construction Standing Order Contractors Purchase Program (RFP). All sub-contractors shall agree to perform to the same terms and conditions as required under this RFP. In the event that a sub-contractor is not already prequalified under this RFP, the contractor shall disclose this fact with his quote, along with the names and qualifications of the proposed sub-contractor(s). Contractors will not be allowed to change their submitted documented quote on a project if a sub-contractor is not accepted by UCCS during post-bid evaluation. The UCCS project manager reserves the right to disallow the use of any sub-contractor.
- B. PROJECT MANAGER AND SUPERVISOR SUBSTITUTION: If a substitution becomes necessary, the contractor shall make sure the replacement person holds the same level of skill, license, and/or certifications as held by the person being replaced. The contractor shall be responsible to train any substitute on the requirements of this RFP. The contractor shall be committed to having the same project manager and supervisor listed in the RFP.
- C. BUILDING INSPECTION RECORD CARDS (BIR): The contractor shall obtain an Building Inspection card(s), if required, for each project prior to beginning any work, unless it is an emergency under the guidance of UCCS Facilities Management authorized personnel or otherwise directed by Facilities Management Office of Planning, Design, and Construction. It is the responsibility of the contractor to schedule all required inspections, obtain the necessary signatures from the inspectors on the cards, including final sign off, and hand the signed cards back to the UCCS project manager at the end of the project. **Final payment will be withheld until all inspection cards have been signed and returned.**
- D. ASBESTOS/LEAD: UCCS manages asbestos/lead identification, removal, and control. Where appropriate, the site of project operations will be environmentally inspected prior to construction. **Documentation (Environmental Site Assessment) is provided for the contractor file. If that documentation is not available, the contractor will not proceed with the work. Failure to comply with these terms can result in a breach of contract with the Contractor possibly being suspended from any future work.** If during the course of work, suspected asbestos/lead containing materials are discovered, work is to stop and the appropriate University representative notified immediately. Contractor is responsible, at no additional charge to the University, to ensure that all employees working at the University of Colorado Colorado Springs campus are trained, at a minimum, to OSHA 29 CFR 1926.1101 2 hour Asbestos Awareness. Additional training may be required due to unusual conditions at times and must be provided to contractor's employees at no additional charge to UCCS.
All contractors shall ensure that their employees who work at UCCS are trained, at a minimum, to OSHA 29 CFR 1926.1101 2 hour Asbestos Awareness. Documentation of training may be requested at any time. Failure to provide such information may result in a stop work order and suspension from the prequalified

contractors list under this RFP. Penalties are at the contractor's expense. Landscaping & Irrigation trades are not required to have Asbestos Awareness training unless they are doing work in any facility, building, or structure at UCCS.

Contractors may refer to the Colorado Department of Public Health and Environment (CDPHE) website under the section titled **Certification and Training**) for places that provide Asbestos Awareness training. UCCS shall not be liable for any costs incurred for training.

- E. **CONFINED SPACES:** UCCS requires appropriate physical examination, fit testing, certification, and appropriate respiratory protection for employees working in confined spaces. This shall be provided to contractor's employees at the expense of contractor and at no cost to the University. This is not to be regarded as a billable charge. With your organization's response provide a list of those of your employees properly certified and trained to work in confined spaces.
- F. **PROTECTION OF WORK AND PROPERTY:** The contractor will be responsible for the protection of existing facilities. Moving within any facility must be done so as not to cause interruption of UCCS operations. Trucks and other equipment shall not drive on lawns, concrete sidewalks, or concrete curbs unless approved in writing by the UCCS project manager. All lawns, shrubs, walks, irrigation equipment, tunnels, and curbs damaged in such a manner by contractor will be replaced or repaired in a timely manner by the contractor to the satisfaction of UCCS.
- G. **PARKING – CONTRACTOR'S ACCESS PARKING AND STAGING AREAS:** All contractors must work with the assigned UCCS project manager to coordinate access parking and staging areas on a per project basis, prior to beginning any work at UCCS. Please note: all parking at UCCS is paid and contractors must include the cost of that parking in their bids. Please see [Visitors + Prospective Students | Parking and Transportation Services \(uccs.edu\)](#) for temporary or short-term parking and work with your UCCS project manager to establish parking costs for longer term projects.
- H. **SAFETY & SECURITY:** Contractor understands that concern for the safety and well-being of the University students and staff is of particular importance to the University. Contractor expressly acknowledges that it is the contractor's duty to take reasonable precautions to protect the University's students and staff. The extent of such precautions will depend on the circumstances of the work to be performed. However, to the extent that work to be performed involves security-sensitive functions or security-sensitive areas (e.g. unsupervised access to minors or work involving access to security-sensitive data), such precautions may include, but are not limited to, conducting criminal history check on employees or agents assigned to such work at the University.
- I. **CONTRACTOR PERFORMANCE:** If poor evaluations are given or UCCS receives complaints about poor performance, the contractor may, at UCCS's option, receive any of the following:
 - a. Be limited in the number, size, and scope of projects they can perform on the UCCS campus,
 - b. Be put on probation where no work will be awarded for a specified period of time, or
 - c. Be removed from the prequalified list

The assigned UCCS project manager or representative may evaluate each project. Expectations will be established both in the project documents and at the pre-bid conference. An evaluation of the contractor may be performed at each project completion, which may be based on quality of service, timeliness of response or completion, pricing, adherence to established UCCS policies and procedures as outlined in this RFP, or other criteria. Contractors who do not respond to two or more invitations from UCCS to provide a documented quote may be removed from the prequalified list of contractors.

- J. LIQUIDATED DAMAGES: UCCS reserves the right to apply liquidated damages on selected projects. If liquidated damages are going to apply to a particular project, all prospective bidders will be notified prior to submitting quotations or bids.
- K. SEXUAL MISCONDUCT, DISCRIMINATION AND HARASSMENT POLICIES: Contractors should be aware of and review UCCS's policies that prohibit discrimination and harassment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status. These policies are located on the web at: [Resources | Office of Institutional Equity \(uccs.edu\)](#). Contractor personnel must adhere to these policies and conduct themselves in a manner that does not discriminate or harass as a result of interacting with and around the UCCS faculty, staff, students, and visitors.
- L. COMMUNICATION: When a contractor has a team working on location, at least one crew member shall speak and understand English to facilitate communication between crew members and UCCS personnel, staff, and students.
- M. HOT WORK PERMIT: All contractors shall be required to obtain a Hot Work Permit three (3) working days in advance for work that involves welding, heat treating, grinding, thawing pipe, hot riveting, soldering and brazing, power driven fasteners and similar activities involving spark, flame, or heat. Compliance with the requirements of the applicable fire code, the International Building Code, and NFPA Standard 51B are mandatory and all contractors performing hot work activities shall read and understand these code requirements. See: <https://pdc.uccs.edu/news/construction-standards> Appendix 01- Division 01. Contractors shall read and comply with the procedures and requirements for for Fire Watch, Fire Alarm Interruption, and Fire Suppression Interruption, and:

1. Using Fire Watch Procedures tab under Construction Policies and Procedures heading

2. Using Fire Alarm and Detection System Interruption/Outage tab under Construction Policies and Procedures heading

3. Using Fire Suppression System Interruption/Outage tab under Construction Policies and Procedures heading

No hot work shall be conducted in any campus facility without a hot work permit. Any person or firm who conducts hot work without a permit shall be fined one thousand dollars (\$1,000.00) for each occurrence and their non-permitted activities shall be stopped immediately until they obtain a hot work permit. Contractor shall be responsible for any damages caused as a result of improper hot work activities or the work stoppage.

Individual or firms who obtain a permit shall fully read, understand, and implement the requirements of the permit. Any person or firm who conducts hot work without the full implementation of the permit requirements shall be fined five hundred dollars (\$500.00) the first time and one thousand dollars (\$1,000.00) for subsequent occurrences. When the requirements of the hot work permit are not being implemented, the improper activities shall be stopped immediately until a hot work permit is obtained. Contractor shall be responsible for any damages caused as a result of improper hot work activities or the work stoppage. Any contractor who is found to be in non-compliance a third time will not be allowed to work on campus until further notice by Facilities Management.

The campus inspectors, project managers, and fire marshal shall have the authority to stop improper or non-permitted hot work activities.

The contractor shall notify the CU Fire Alarm Supervisor to deactivate all smoke alarms in the vicinity of the work prior to any demolition and construction work activity. **The contractor shall not tamper with or disable any fire detection and alarm devices or systems in any campus building.** Failure of the contractor

to comply with the smoke alarm deactivation requirement and cause a false alarm and arrival of the Colorado Springs Fire Department shall be a \$400.00 fine per occurrence.

- N. INSURANCE LOSS WORK: Contractors may be asked to assist with work related to an insurable loss. Those contractors shall be able to respond, inspect, and provide a detailed estimate for insurance loss related construction within 48 hours.
- O. ENVIRONMENTAL/STORMWATER POLLUTION PREVENTION: Contractors working on the UCCS campus must comply with all applicable University, City, State, and Federal environmental regulations and standards. The contractor shall keep material such as saw-cut slurry, drywall mud, grout and mortar, paint, sediment, and all other wastes and process water out of gutters, streets, storm drains, and parking lots. The contractor shall also be responsible for proper disposal of all waste materials. Immediately notify 911, EH&S (719) 255-3201, and the project manager of accidental hazardous materials releases. Contractors are required to locate drains or other water discharge points in the area of the project and provide measures to protect from illicit discharges, prior to construction activities. For assistance with determining where a drain leads to (storm vs. sanitary, especially floor drains), contact the Facilities Management service center at (719) 255-3313. The contractor shall be responsible for all costs associated with damages and clean-up as a result of contractor caused illicit discharges of process water or other materials into the storm water system. Also, in addition to any penalties or fines imposed by the City, State, or Federal agencies, the contractor shall be fined one thousand dollars (\$1,000.00) by UCCS for the first time an incident occurs and may be put on probation from working on campus. The contractor will be prohibited from working on campus, until further notice by UCCS, if they are found to be responsible for an illicit discharge a second time. For the purpose of eliminating storm water pollution, the contractor shall implement effective Best Management Practices (BMPs). BMPs include general good housekeeping practices, appropriate scheduling of activities, operational practices, maintenance procedures, and other measures to prevent the discharge of pollutants directly or indirectly to the storm water system. These BMPs shall be maintained for the duration of the contractor's work. The contractor shall ensure that all applicable employees and sub-contractors who work on-site are trained and comply with storm water pollution prevention methods and proper BMPs. Also, the contractor will be required to fill out a Pre-Construction Water Quality Certification form indicating any/all potential discharges of process water, chemicals, de-watering, or other materials to sewer systems or landscape areas that are expected to result from project activities.
- P. UCCS STANDARDS and DIVISION I: Contractors shall familiarize themselves with, and adhere to, the latest UCCS Building and Construction Standards (standards) and all appendices prior to construction of UCCS projects. These standards can be found at: <https://pdc.uccs.edu/news/construction-standards>. Drawings and specifications that are prepared for a project by an architect/engineer have incorporated these standards in more detail into their documents. Unless otherwise stated in the drawings and specifications, these documents shall take precedence over the standards for that project. The contractor shall bring to the attention of the UCCS project manager and architect/engineer if conflicts occur between the standards and drawings and specifications. Also, UCCS specifications are made part of this RFP and may be found at: <https://pdc.uccs.edu/news/construction-standards> CONSTRUCTION & DEMOLITION MATERIALS: In order to implement UCCS's zero waste policy, reduce the volume and percent of recyclable construction materials that go to the landfill, mirror city and county actions, meet the State of Colorado's goals to reduce

construction waste, and to achieve zero construction waste, the contractor is expected to implement a zero waste process. Contractors are asked to track C&D materials used on UCCS projects using the program outlined at: At this time, the <https://pdc.uccs.edu/news/construction-standards> program is not mandatory but contractors are encouraged to participate. This program will become mandatory in the future.

Q. APPROVED COSTS: Please visit the following links for the latest State adopted codes and standards. Additionally, please ensure compliance with the City of Colorado Springs amendments to the International Fire Code (IFC).

- Approved State Building Codes <http://www.colorado.gov/pacific/osa/bldgcodes>
- Adopted Codes and Standards

If the contents in the links conflict, the more up-to-date codes (listed in the first link) govern.

- NFPA 45 (latest edition)

VII. **SOC WEBSITE:** [Standing Order Contractor Program | Planning, Design, and Construction \(uccs.edu\)](#)

1. Contractor Information Page, Acknowledgement and Attestation Forms, and Certification and Affidavit Regarding Unauthorized Immigrants
2. State of Colorado Design/Bid/Build Contractor's Agreement (SC-6.21), General Conditions of the Contract (SC-6.23), and Certificates of Insurance examples

VIII. Requirements of Responsive Submittal (UCCS Submittal Evaluation Sheet)

Evaluation Sheet

Project Name: Small Construction Standing Order Contractors Purchase Program (SOC) List 2021through 2026

Project Number: 21-010

Firm Name: _____

Evaluator Name/Phone: _____

The following are requirements of a responsive bid, based on the questions and requirements described in the RFP. They will be evaluated on a compliance/non-compliance basis.

Section I	Yes	No
A. Has the respondent included a signed Acknowledgement & Attestation Form?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has the respondent submitted a CU W-9 form?	<input type="checkbox"/>	<input type="checkbox"/>
C. Has the respondent submitted a Certification and Affidavit Regarding Unauthorized Immigrants?	<input type="checkbox"/>	<input type="checkbox"/>
D. Has the respondent submitted a Certificate of Insurance?	<input type="checkbox"/>	<input type="checkbox"/>
E. Has the respondent submitted a Certificate of Insurance that includes the Regents as additional insured	<input type="checkbox"/>	<input type="checkbox"/>
F. Has the respondent demonstrated the ability to meet bonding requirements?	<input type="checkbox"/>	<input type="checkbox"/>
G. Is the respondent a licensed contractor, in the trade in which they are asking for prequalification, in the City of Colorado Springs and in the State of Colorado?	<input type="checkbox"/>	<input type="checkbox"/>
H. Has the organization been in operation, under current trade, in the State of Colorado for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Section II	Yes	No
A. Did the respondent provide 3 projects they have completed in the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
B. Do these projects incorporate the trade in which they are seeking to prequalify for?	<input type="checkbox"/>	<input type="checkbox"/>
C. Was each project less than \$500,000.00?	<input type="checkbox"/>	<input type="checkbox"/>

Section III

- A. Did the respondent provide project information for up to 3 projects they have completed for UCCS in the last 5 years?

Section IV

Yes

No

- A. Did the respondent provide information on employees that might be assigned to work on UCCS projects?

Section V

- A. Did the respondent provide information regarding any claims or suits they have been involved with in the last 10 years?

Section VI

- A. See the attached information for various different contractors:

Notes:

Non-compliance with any of the above may indicate a non-responsive submittal. Non-responsive submittals may not be evaluated further.