



COLLEGE OF WESTERN IDAHO INVITATION TO BID (ITB)

ITB 02-2023 CWI Building Paint Project – Exterior – Nampa Micron Education Center (NMEC)

BIDS DUE: JUNE 9, 2023 AT 5:00 PM MT

Overnight FED EX or Overnight UPS Delivery:

Or sealed envelope

College of Western Idaho

Attn: ITB 02-2023 CWI Building Paint Project

c/o Daniel Reines Contracts

6056 Birch Lane

Nampa, ID 83687

CONTENTS

1.	INTRODUCTION AND PURPOSE	3
2.	INSTRUCTIONS TO CONTRACTORS	3
• 2.1	SUBMITTAL DIRECTIONS	3
• 2.2	SCHEDULE OF EVENTS	4
• 2.3	CONTACT WITH COLLEGE PERSONNEL- Questions	4
• 2.4	Bid OPENING	5
• 2.5	ERRORS IN Bids	5
• 2.6	WITHDRAWING Bids	5
• 2.7	LIMITATIONS	5
• 2.8	PUBLIC RECORDS	6
• 2.9	Bid FORMAT	6
• 2.10	ELIGIBILITY FOR AWARD	6
3.	BID EVALUATION AND AWARD	7
• 3.1	EVALUATION OF BIDS	7
• 3.2	UNRESPONSIVE BIDS	7
• 3.3	CONTRACT AWARD	7
4.	PROJECT SPECIFICATIONS AND OTHER REQUIREMENTS	7
• 4.1	SPECIFICATIONS	7
• 4.2	OTHER REQUIREMENTS	8
• 4.2.1	TOTAL COST	8
• 4.2.2	PRODUCT SUBSTITUTIONS	8
• 4.2.3	INSTALLATION, SETUP, AND ACCEPTANCE	8
• 4.3	WARRANTY, SERVICE AND SUPPORT, MAINTENANCE, ETC.	8
• 4.4	SUBCONTRACTORS	8
• 4.5	RECORDS MAINTENANCE	9
• 4.6	AUDIT RIGHTS	9
• 4.7	TITLE	9
• 4.8	INSURANCE AND BONDING	9
	ATTACHMENT 1 - BID SCHEDULE	11
	ATTACHMENT 2 - CHECKLIST OF REQUIREMENTS	12

INVITATION TO BID – CWI Building Painting Projects – Exterior NMEC

1. INTRODUCTION AND PURPOSE

The College of Western Idaho (“CWI” or “College”) is a public, open-access and comprehensive community college, providing higher education programs to residents of Western Idaho, with facilities currently located in Nampa, and Boise, Idaho. CWI is committed to providing affordable access to quality teaching and learning. The College offers a full range of academic and professional-technical courses leading to an Associate of Arts or Science degree, transfer degrees, professional-technical degrees, continuing education, and certificates. It also offers basic academic skills to help prepare for a GED, dual credit for high school students, and fast-track career training for working professionals.

The purpose of this Invitation to Bid (“ITB”) is to request bids from qualified licensed contractors for procurement, application, and all other work associated with the specifications provided below. CWI is soliciting bids in accordance to Idaho Code section 67-2806 for an exterior painting project at the Nampa Micron Education Center (**NMEC**) located at 5725 E Franklin Rd, Nampa, ID 83687.

See **Painting Plans and Specifications**. A copy of the Plans and Specifications can be found on CWI’s website here: <https://cwi.edu/info/procurement-division-contractspurchasing> or you can request a PDF copies by emailing Daniel Reines, danielreines@cwi.edu.

The College intends to have construction work completed by October 15th.

2. INSTRUCTIONS TO CONTRACTORS

2.1 SUBMITTAL DIRECTIONS

1. Proposal materials must be delivered in a sealed package and received on or before **June 9, 2023, at 5:00 PM MT** to the address noted below.
2. All proposal submissions must include one (1) set in hard copy format. An additional digital copy on a USB drive is optional.
3. Proposals shall be delivered physically by overnight FED EX or overnight UPS or in sealed envelope, and the following notation on the outside label of the package **“ITB 02-2023 CWI Building Paint Project”**.
4. The overnight FED EX or overnight UPS delivery or sealed envelope is to be delivered to the following address:

College of Western Idaho
Attn: ITB 02-2023 CWI Building Paint Project
c/o Daniel Reines, Contracts
6056 Birch Lane
Nampa, ID 83687
5. Proposers may email Daniel Reines at danielreines@cwi.edu to verify CWI’s receipt of their responses.

6. Once sealed bids are received, no other communication with CWI should occur. Any other communication will be considered unofficial and non-binding on CWI.

Bids received after the designated time and date indicated will not be considered for evaluation.

2.2 SCHEDULE OF EVENTS

Event	Date and Time*
Invitation to Bid Issued and Advertised	May 25, 2023 and June 1, 2023
Question Period Ends	June 7, 2023 at 5PM Answers will be posted on the CWI website no later June 8, 2023 at 5PM
Bids Due	June 9, 2023 at 5PM
Bids Open Date	June 12, 2023 at 9AM at 6056 Birch Lane, Nampa, ID.
Evaluation Period	June 12, 2023
Intent to Award	June 13, 2023
Tentative Commencement of Contract	No later than June 30, 2023
	*The noted dates and times are tentative and subject to change.

2.3 CONTACT WITH COLLEGE PERSONNEL- QUESTIONS

Questions Prior to Bid Submission – All Proposers submitting questions regarding this ITB prior to bid submission, must email questions to Daniel Reines at danielreines@cwidi.edu. Write in the subject line of all emails, “Q&A ITB 02-2023 CWI Building Paint Project”. All questions must be submitted by **June 7, 2023 at 5:00 PM MT**. Responses to all questions will be posted on CWI’s website (noted below) no later than **June 8, 2023**.

Question/Answer Document Availability – Responses to all questions will be posted and available on the CWI website noted below. No other communication of questions and answers will be made.

The College reserves the right to modify the Scope and Specifications of this ITB, as circumstances require. The ITB and all subsequent addenda may be found on the CWI website. It will be the responsibility of the Proposers to check for updates and/or amendments at: <http://cwi.edu/info/procurement-division-contractspurchasing>.

2.4 BID OPENING

All bids received by the time and due date will be publicly opened by representatives of the Evaluation Committee on **June 12, 2023, at 9:00 AM MT** at the CWI Administration Building, 6056 Birch Lane, Suite 200, Nampa, Idaho. At the time of opening, only the names of the Contractors and the bid amounts will be read publicly.

Shortly after the bid opening, an Evaluation Committee will select a qualified contractor based on the lowest responsive bid that meets the specifications.

2.5 ERRORS IN BIDS

The College will not be liable for any errors in bids. Modifications to bids will not be accepted after the deadline.

2.6 WITHDRAWING BIDS

Contractors may withdraw a bids at any time prior to the deadline by submitting an email to danielreines@cwi.edu sent by an authorized representative of the Contractor. After withdrawing a bid, the Contractor may submit another bid at any time prior to the bid due date.

2.7 LIMITATIONS

The College will not be obligated in any way by any Contractor's response to this ITB. The selection of a bid and the accompanying award of a contract are to be based on evaluation criteria established in this ITB and described in the Evaluation and Award Section. The selection is at the sole discretion of the College.

Issuance of this ITB does not constitute an assurance that any contract will actually be entered into by any parties and the College expressly reserves the right to:

- Request additional information and data from any or all Contractors.
- Supplement, amend, or otherwise modify the ITB or cancel this request with or without the substitution of another ITB.
- Disqualify any Contractor who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
- Disqualify any Contractor on the basis of any real or apparent conflict of interest.
- Disqualify any Contractor on the basis of past performance on other projects.
- The College shall have the sole discretion to select one or none of the Contractors to provide the services, or portions thereof, as described in this ITB.

2.8 PUBLIC RECORDS

Pursuant to Idaho Code section 74-101 et seq., information or documents received by CWI in a proposal from a Contractor shall be open to public inspection, unless exempt from disclosure. If a proposal contains any information that is considered exempt under Idaho Code 74-101 et seq., such information must be clearly marked by Contractor with the following clause:

“This information is exempt under the Idaho Public Records Act”

Contractor must also provide the applicable Idaho code supporting the exemptions. College assumes no liability for disclosure of proprietary material submitted by a Contractor. If the exempt status of this information submitted by the Contractor is challenged, the information will not be released until the Contractor has been notified of the challenge and has been given the opportunity to respond. Contractors agree to defend and hold CWI harmless from and against any disputes arising from their designation of information as exempt and to indemnify CWI for any costs, attorney fees, and penalties incurred by CWI related to any such dispute. Variation of this term is not offered.

A Contractor shall not label an entire document as “exempt” merely because a portion of that document is or may be a trade secret. If a proposal is marked as “exempt” in its entirety, it will be considered public record in its entirety, and will be disclosed, if requested.

2.9 BID FORMAT

Each official paper response should be bound separately in a simple, effective manner, and printed on standard 8½ x 11 inch paper clearly indicating the name, phone number, and email address of the Contractor contact(s) responsible for the bid, along with the company name, address, phone number, fax number, and web address.

All Contractors responding to this ITB are responsible for all costs associated with the preparing of their bids, answering all questions, and providing the College with requested information. CWI is under no obligation to incur or reimburse any Contractor for any bid costs.

2.10 ELIGIBILITY FOR AWARD

In order for a Contractor to be eligible for an awarded contract, the bid must be responsive to this ITB and the Evaluators must be able to determine that the Contractor is responsible and has the resources and capacity to perform the resulting contract satisfactorily.

Eligible Contractors, at a minimum, must meet the following requirements and state so in the bids:

- Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract.
- Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
- Have a satisfactory record of past performance.
- Have necessary personnel and management capable of performing requirements on a resulting contract.

- Be qualified as an established Contractor regularly engaged in the type of business necessary to fulfill the contract requirements.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Have a current Public Works Contractors License.

3. BID EVALUATION AND AWARD

3.1 EVALUATION OF BIDS

An Evaluation Committee will carefully review all bids submitted to determine which bid provides all requirements and meets specifications. Checklist of Requirements found in **Attachment 2 - Checklist of Requirements**.

3.2 UNRESPONSIVE BIDS

Bids not meeting one or more of the following requirements may be deemed unresponsive and may not be afforded consideration:

- A submitted bid may be deemed unresponsive if the Contractor does not specifically offer all services as specified in the ITB.
- The bid must acknowledge that all services, terms, and conditions specified in this bid are included in the quoted price.
- The bid must state that this ITB and the bid submitted by the Contractor in response to this ITB will be made a material part of any contract executed.

3.3 CONTRACT AWARD

Award will be made to the responsive Contractor with the lowest total cost and meets the ITB specifications.

This ITB does not commit to awarding a contract, pay any costs incurred in the preparation of a bid, or contract for the services described herein.

4. PROJECT SPECIFICATIONS AND OTHER REQUIREMENTS

4.1 SPECIFICATIONS

See **Painting Plans and Specifications**. A copy of the Plans and Specifications can be found on CWI's website here: <https://cwi.edu/info/procurement-division-contractspurchasing> or you can request a PDF copies by emailing Daniel Reines, danielreines@cwi.edu.

4.2 OTHER REQUIREMENTS

Other ITB requirements are as follows:

4.2.1 TOTAL COST

Provide your fully burdened Total Cost on **Attachment 1 - Bid Schedule** meeting all the specifications listed in **Painting Plans and Specifications**

4.2.2 PRODUCT SUBSTITUTIONS

During the term of any contract resulting from this solicitation, the Contractor is not authorized to substitute any item for that product identified in the solicitation without prior written consent of the college representative whose name appears on the front of this solicitation, or their designee.

4.2.3 INSTALLATION, SETUP, AND ACCEPTANCE

Contractor will provide CWI prices for all work as outlined in **Painting Plans and Specifications** which includes, but is not limited to, the demolition, procurement, installation, and all other work associated with this project.

All work shall comply with the Idaho Division of Building Safety's standards; including all permits, approvals of plans, and inspections.

Contractor will arrange and pay for permitting and inspections pertaining to the project. All work shall meet Idaho state codes.

Acceptance will occur after proof of all required testing, inspections, and final inspection by CWI personnel to ensure the above has been accomplished.

4.3 WARRANTY, SERVICE AND SUPPORT, MAINTENANCE, ETC.

Contractor will provide full warranty for defects in materials and workmanship on all aspects of CWI Building Painting Project for the first twelve (12) months from date of acceptance. All appliances, supplies, etc. will come with manufacturers' standard warranties.

4.4 SUBCONTRACTORS

Unless otherwise allowed by CWI in the Contract, the Contractor shall not, without written approval from the CWI, enter into any subcontract relating to the performance of the Contract or any part thereof. Approval by CWI of a Contractor's request to subcontract, acceptance of subcontracted work, or payment for subcontracted work by CWI, shall not in any way relieve the Contractor of any responsibility under the Contract. Contractor shall be liable for all damages to CWI caused by negligent performance or non-performance of work under the Contract by the Contractor's subcontractor. Subcontractor(s) must maintain the same types and levels of insurance as that required of the Contractor under the Contract; unless the

Contractor provides proof to the CWI's satisfaction that the subcontractor(s) are fully covered under the Contractor's insurance, or, except as otherwise authorized by CWI.

4.5 RECORDS MAINTENANCE

Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor pursuant to the Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

4.6 AUDIT RIGHTS

Contractor agrees to allow CWI personnel access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

4.7 TITLE

Successful Contractor warrants that all materials, supplies, product and other items furnished by Contractor, shall be free and clear of any and all liens, restrictions, reservations, security interests, or encumbrances and, further, Contractor warrants it is transferring full, clear, and unrestricted titles to the same.

4.8 INSURANCE AND BONDING

Contractor and any subcontractors shall maintain in full force and effect sufficient insurance and bonding requirements. We are requiring a 5% Bid Bond and 100% Performance Bond.

SIGNATURE BLOCK

Please return this page with each copy of your submittal.

The undersigned, an authorized agent of his/her company, hereby certifies:

() They have reviewed and understand all terms, conditions, and specifications herein stated and can meet such terms, conditions, and specifications unless expressly noted in the bid.

() Contractor is qualified to perform work and services as included.

() The pricing contained in this submittal is valid six (6) months from submission.

Company Name

Address - City, State, Zip Code

Federal Tax ID Number

Printed Name of Person Submitting Bid

Title

Authorized Signature

Phone Number

Fax Number

Date of Bid Submission

ATTACHMENT 1 - BID SCHEDULE

CWI BUILDING PAINT PROJECTS – NMEC EXTERIOR FOR THE COLLEGE OF WESTERN IDAHO, NAMPA CAMPUS

PLEASE PROVIDE PRICING FOR EACH BUILDING IN THE TABLE BELOW

BID AMOUNT*	COMMENTS
	NMEC – Base Bid (Exterior Painting)
	NMEC – Alt #1 – Horizontal/Vertical Joint Sealant
Total (Contract Awarded to Lowest Qualified Bid):	

Your bid amount (aka Total Cost) must be fully burdened to include, all materials, transportation, installation requirements, labor, warranties, permit fees, and any other costs associated with meeting the specifications of this bid.

Construction activities have will have a ninety (90) calendar day schedule for time of a signed contract.

Company Name of Bidder: _____

Contact Name/Phone: _____

Contact Email: _____

ATTACHMENT 2 - CHECKLIST OF REQUIREMENTS

GENERAL:

Please use this checklist to determine if all requirements are met and included with your bid.

REQUIREMENTS	YES/NO
One (1) copy of the Bid. Optional digital copy on USB Drive.	
Attachment 1 Bid Schedule	
Contractor can meet Specifications (must be addressed in bid)	
Public Works Contractor License	
Warranty for Workmanship (attach)	
Bond Documentation (attach) 5% Bid Bond and 100% Performance Bond	
Proof of Insurance (attach)	