



SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

Request for Proposal: Student Housing Refrigerators and Electric Ranges

| | |
|---------------|---|
| RFP Issued | May 24, 2019 |
| Questions Due | June 4, 2019 by 5:00 PM PST Email to: Emerald.Brunett@socc.edu indicate "RFP – Housing Refrigerators & Ranges" in the subject line |
| Bids Due | June 11, 2019 @ 2:00 PM PST |

Refrigerators and Electric Ranges

Southwestern Oregon Community College is requesting proposals for 89 refrigerators and 89 electric ranges for its student-housing complex. Respondents may opt to bid for either or both types of appliances.

Bids will be accepted until 2:00 PM PST, June 11, 2019. **(No late proposals will be accepted.)**

Questions Due: 5:00 PM PST, June 4, 2019. - Questions must be in writing, via email (Emerald.Brunett@socc.edu)

Sealed bids must have the following information clearly marked and visible on the outside of the envelope: Name of Company, Address, Phone Number, RFP Title

(Faxed or emailed bids will not be accepted, and postmarks will not be used to determine timeliness of bids.)

Please submit sealed bids to:

Emerald Brunett
Director of Facilities
Southwestern Oregon Community College
1988 Newmark Avenue, Coos Bay, OR 97420

GENERAL INFORMATION

Introduction: Southwestern Oregon Community College “The College” requests interested vendors to submit proposals for 89 refrigerators and 89 electric ranges. Vendors may submit proposals for either or both appliances.

All bids submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

Southwestern Oregon Community College Reservation of Rights:

- The College reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Southwestern Oregon Community College to be in its best interests.
- The College reserves the right not to award a contract pursuant to this RFP.
- The College reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience.
- The College reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- The College reserves the right to negotiate the fees proposed by the proposer entity.
- The College reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- The College reserves the right, at any time during the RFP or contract process, to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing and/or by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document.

SCOPE OF WORK

The College is seeking to purchase an estimated quantity of 89 Kenmore EnergyStar 18.1 cubic feet Top-Freezer (or equal) refrigerators, and 89 Kenmore free-standing electric coil (or equal) ranges for its owned and managed residential student housing units.

The appliances will be delivered and installed to multiple locations to include single story

and multi-story dwellings not exceeding (3) three stories in height in Coos Bay, Oregon on our College Campus.

All costs submitted by the vendor shall reflect the cost of purchase and delivery of the proposed items.

The selected vendor may be required to remove and properly dispose of old appliances from the delivery location at the request of The College. Notification of this request will occur at the time of placing an order.

Details:

| Item #1 | Unit of Measure | Estimated Quantity | Description |
|---------|-----------------|--------------------|--|
| 1 | Each | 89 | Kenmore Energy Star Top-Freezer Refrigerator Model#: 60812 18.1 cubic feet 66.13"H X 32.75"W X 58.25"D |
| 2 | Each | 89 | Kenmore Self-Clean Electric Coil Range Model #92562 5.3 cubic feet 46.56"H X 30"W X 29.25"D |

Please refer to Exhibit A, for manufacturer's specifications. The College will accept products that are equal or better than the specified brand. However, products other than the specified brand must be accompanied by specifications.

Funding Restriction and Order Quantities: The College reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to The College if:

1. funding is not available;
2. legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or
3. The College's requirements, in good faith, change after award of the contract.

Delivery of Appliances: Delivery is desired prior to August 31, 2019. All appliances will be delivered directly to the interior of the units specified and connected by the vendor. All appliances will be connected to ensure they are in working order and all packing materials removed from the premises.

The vendor will provide all personnel to unload all appliances to the work site and units; and not require College staff assistance.

Delivery to The College will be accepted only between 8:00 am - 5:00 pm, Monday

through Friday, inclusive, except for Independence Day and Labor Day.

Backorders: In the event that the vendor cannot deliver the materials, The College must be notified in writing by the vendor within 10 days of any and all backordered materials and/or any incomplete services and the estimated delivery date. At the option of the College, any order that will take more than a maximum of 10 days past the original agreed upon delivery date may be canceled and ordered from another source.

Removal and Disposal: The College may seek the removal and disposal of the existing refrigerator and/or range (with accessories) during the time of delivery. The vendor will provide personnel to remove the existing appliance(s) and (if applicable) accessories, and properly dispose of the item(s) per Oregon law.

INSURANCE

The Contractor, at its own expense shall obtain and maintain insurance in full force and effect, without interruption during the term of the Agreement.

Any company or individual performing work for The College shall be required to provide a certificate of insurance to The College for which the company is to perform such work, and name The College as an additional insured on the policy of insurance.

1. General Liability shall be a per occurrence form and must cover the time for which the work is being performed.
2. Proof of insurance of not less than the amount required is to be provided. Limits shown in the requirements are a minimum per occurrence limit.
3. If The College is required to use Federal or State insurance policy limits, or is subject to the Federal or State tort claim limits, the limits required through this statement shall be superseded by such limits.
4. If a claim occurs where the amount of the claim exceeds the insurance policy limits required by this directive, the company or individual performing work assumes full responsibility for the payment of such claim.
5. Waivers of the policy limits or provisions in this policy must be approved by the Vice President of Administrative Services, The College President and under certain circumstances, The College Board. Insurance policy limits may also be required to be higher based upon The College's review of the specific application for which insurance is required.

6. Tail Coverage: If any of the required liability insurance is on a “claims made” basis, recipient shall maintain either “tail” coverage or continuous “claims made” liability coverage, provided the effective date of the continuous “claims made” coverage is on or before the effective date of the Contract/Agreement, for a minimum of 24 months following the later of:

- (1) Recipient’s completion of all services and The College's acceptance of all services required under the Contract/Agreement, or
- (2) The expiration of all warranty periods provided under the Contract/Agreement. Notwithstanding the foregoing 24-month requirement, if recipient elects to maintain “tail” coverage and the maximum time period “tail” coverage is reasonably available in the marketplace is less than the 24-month period described above, recipient shall maintain “tail” coverage for the maximum time period “tail” coverage is reasonably available in the marketplace for the coverage required.

7. Definitions:

Commercial General Liability: To cover bodily injury, death, and property damage. This insurance shall include contractual liability coverage for the indemnity provided under those listed in the Agreement/Contract, personal and advertising injury liability, products liability and completed operations liability. Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

Professional Liability: To cover error, omission or negligent acts related to the professional services to be provided under the Agreement/Contract.

Automobile Liability: To cover each accident for bodily injury and property damage, including coverage for owned, hired, non-owned, leased, or rented vehicles as applicable. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

Builders Risk: To cover structures being built, temporary structures at the building site, and building materials not yet having become part of the building. The building materials are covered while on the insured location, in transit, or in storage at another location.

Installation Floater: To cover materials, equipment, and personal property while in transit, installation, and until coverage terminates according to the terms of the floater. This coverage can cover the property of others in the Contractor’s care, custody or control that is often excluded under the Contractor’s general liability coverage.

Umbrella Liability: To cover excess liability over several of the insured's primary liability policies. An excess liability policy may be what is called a following form policy, which means it is subject to the same terms as the underlying policies; it may be a self-contained

policy, which means it is subject to its own terms only; or it may be a combination of these two types of excess policies.

Umbrella policies provide three functions:

- (1) To provide additional limits above the each occurrence limit of the insured's primary policies;
- (2) To take the place of primary insurance when primary aggregate limits are reduced or exhausted; and
- (3) To provide broader coverage for some claims that would not be covered by the insured's primary insurance policies, which would be subject to the policy retention.

Most umbrella liability policies contain one comprehensive insuring agreement. The agreement usually states it will pay the ultimate net loss, which is the total amount in excess of the primary limit for which the insured becomes legally obligated to pay for damages of bodily injury, property damage, personal injury, and advertising injury.

8. Should the Umbrella/Excess Insurance coverage combined with Commercial General Liability coverage not equal or exceed the minimum combined coverage shown, coverage must be increased to equal or exceed the minimum total coverage limits shown.

If there is no Umbrella/Excess Insurance coverage, then the Commercial General Liability, Employers Liability, and Automobile Liability limits must be increased to equal or exceed the minimum total coverage limits shown.

9. Contractor will purchase and maintain property insurance for the entire work at the site on a replacement cost basis.

Contractor shall obtain, at Contractor's expense, and keep in effect until final acceptance of the work performed under this contract, an Installation Floater or equivalent property coverage for materials, equipment, supplies, and tools to be used for completion of the work performed under this contract.

The Installation Floater shall include coverage for testing, if applicable.

The minimum amount of coverage to be carried shall be equal to the full amount of this contract.

The Contractor will be responsible for any applicable deductibles.

10. The Certificate of Insurance(s) and Endorsement(s) will be a part of the Contract and shall be provided to The College with endorsement(s) indicating that the Commercial General

Liability insurance coverage is in effect, which shall be primary and non-contributory with any insurance maintained by The College.

For construction contracts, a per project aggregate (form CG 2503 05/09 or equivalent) shall also be required.

The College shall be included as an additional insured under the commercial general liability, automobile liability, and umbrella liability policies.

A waiver of subrogation under the workers' compensation and commercial general liability policies shall be provided.

Copies of such endorsements or coverage enhancements shall be attached to the certificate(s) provided to The College and will become a part of the Contract.

Insurance Coverage provided must be underwritten by an insurance company deemed acceptable by The College. The College reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

Level 3 Insurance Requirements:

| | |
|---|------------------|
| Commercial General Liability | \$1,000,000 |
| Worker's Compensation (if applicable) | Statutory Limits |
| Employer's Liability | \$500,000 |
| Umbrella/Excess Insurance | \$2,000,000 |
| Automobile Liability | \$1,000,000 |
| Builder's Risk Insurance & Installation Floater | See Section 9 |

BID PROCESS

Questions: All questions must be submitted in writing no later than the specified date and time on the cover, preferable via email to: Emerald.Brunett@socc.edu (Please indicate the RFP Title in the "Subject")

Addendum:

All questions will be answered and responded to in writing by the specified date on the cover. The addendum will be posted on the Southwestern Oregon Community College website at https://mylakerlink.socc.edu/ICS/Administrative_Services/Free-form_Content.jnz. No questions will be responded to after the question and answer period has expired.

BID SUBMISSION REQUIREMENTS

It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by The College, including the RFP document; the documents listed within the following section, and any addenda and required attachments submitted by the bidder. By virtue of

completing, signing and submitting the completed documents, the bidder is stating his/her agreement to comply with the all conditions and requirements set forth within those documents.

So that The College can properly evaluate the offers received, all bids submitted in response to this RFP must be formatted in accordance with the following guidelines:

The following items must be submitted with your bid in the following order:

Minimum Requirements:

Completed Bid Form & Profile and Certification Form

These forms must be completed and signed.

Bid Submission:

Responses to this solicitation will be accepted at the following location:

Southwestern Oregon Community College, Facilities Office
1988 Newmark Avenue, Coos Bay, OR 97420

Respondents must provide **one (1) original copy**, clearly marked "ORIGINAL," of the required submission. This must be submitted in a sealed envelope or box marked with the appropriate RFP number and description. Failure to submit the specified copies and/or to clearly mark the bid may result in delay of bid acceptance.

Late bids will not be accepted. Postmarks will not be considered in determining if a proposal is submitted on time. Bids will be date and time stamped by College staff. Bids received after the published deadline will not be considered.

The College will not provide any reimbursement for the cost of developing, presenting or providing any response to this RFP.

REFRIGERATOR SPECIFICATIONS

Kenmore Model #60812



Specifications

Dimensions:

| | |
|--------------------------------|----------------|
| Cord Length : | 6 (ft.) |
| Depth w/out Handle : | 29.875 (In.) |
| Standard or Counter Depth: | Standard Depth |
| Depth w/ Handle : | 32.63 (in.) |
| Depth w/o Handle : | 29.88 (in.) |
| Height to Top of Case : | 65.38 (in.) |
| Height to Top of Hinge : | 66.13 (in.) |
| Depth w/Door Open 90 Degrees : | 58.25 (In.) |
| Width w/Door Open 90 Degrees : | 32.75 (In.) |
| Depth w/ Door Open 90 Degrees: | 58.25 |
| Width w/ Door Closed : | 29.88 (In.) |

| | |
|----------------------|-------------------------------------|
| Width: | 29 to 29 7/8 inches |
| Panel Dimensions: | 30X66X32 |
| Dimensions Details: | Fits standard 30" W X 66" H Opening |
| Depth without Door : | 26.63 (in.) |

Appliance Features:

| | |
|------------------------------|------------------------|
| Defrost System: | Frost-free (Automatic) |
| Thru Door Dispenser: | None |
| Humidity-Controlled Crisper: | Yes |
| Ice Style: | None |
| Door Hinge: | Right |
| Features: | Gallon Door Storage |

Product Overview:

| | |
|---------------------|----|
| Dynamic Cooling: | No |
| Built In: | No |
| Connected Products: | No |
| Garage Ready: | No |

Power & Performance:

| | |
|-------------------------|---------|
| Kilowatt Hrs. per Year: | 363 |
| Voltage : | 115 (V) |

Color:

| | |
|----------------|-------|
| Color Family: | White |
| Handle Color: | White |
| Door Color: | White |
| Cabinet Color: | White |
| Crisper Color: | Clear |

Materials & Finishes:

| | |
|-------------------------|------|
| Freezer Shelf Material: | Wire |
|-------------------------|------|

Capacity:

| | |
|------------------------|---------------|
| Freezer Capacity : | 3.98 (Cu Ft) |
| Overall Capacity : | 18.08 (Cu Ft) |
| Refrigerator Capacity: | 14.1 |

General Features:

| | |
|------------------|-----|
| Reversible Door: | Yes |
| Fast Freeze: | No |

Weight:

| | |
|-------------------|------------|
| Weight : | 205 (lbs.) |
| Weight, Shipping: | 205 |

Storage:

| | |
|------------------------------------|-----|
| Gallon Door Storage: | Yes |
| Number of Freezer Door Bins: | 2 |
| Number of Freezer Shelves/Baskets: | 2 |
| Number of Refrigerator Drawers: | 2 |
| Number of Refrigerator Door Bins: | 3 |
| Adjustable Shelves: | Yes |
| Number of Refrigerator Shelves: | 3 |
| Flexible Storage Shelf: | Yes |

Controls:

| | |
|-------------------|------------|
| Control Location: | Interior |
| Control Type: | Mechanical |

Styling:

| | |
|----------------|-----------|
| Crisper Style: | Slide-out |
|----------------|-----------|

Warranty:

| | |
|-------------------|------------------|
| General Warranty: | 13 month limited |
|-------------------|------------------|

Materials:

| | |
|------------------------------|---------|
| Refrigerator Shelf Material: | Glass |
| Handle Material: | Plastic |
| Handle Material: | Plastic |

Certifications & Ratings:

| | |
|------------------------|-----|
| ENERGY STAR Certified: | Yes |
| ADA Compliant: | Yes |

Filtration:

| | |
|-------------------|----|
| Ice/Water Filter: | No |
| Water Filter: | No |

Lighting:

| | |
|------------------------------|-----|
| Freezer Interior Light: | No |
| Refrigerator Interior Light: | Yes |

Product Includes:

| | |
|---------------------------|----------|
| Power Cord Included: | Yes |
| Ice Maker: | Optional |
| Internal Water Dispenser: | No |
| Ice Dispenser: | No |

Finish:

| | |
|--------------|--------|
| Door Finish: | Smooth |
|--------------|--------|

ELECTRIC RANGE SPECIFICATIONS

Kenmore Model #92562



Specifications

Dimensions:

| | |
|---------------------------------|------------------------------------|
| Width : | 29.875 (in.) |
| Width: | 30 in. (standard) |
| Depth : | 29.25 (In.) |
| Height : | 46.56 (in.) |
| Main Oven Interior Dimensions : | 24.375" x 19.75" x 19.125" (WxHxD) |
| Depth with Door Open : | 48.635 (in.) |

Appliance Features:

| | |
|-----------------------|---------------------|
| Oven Cleaning Method: | Self-cleaning |
| Storage Drawer: | Yes |
| Range Style: | Freestanding Ranges |

Safety:

| | |
|------------------|----------------------|
| Safety Features: | Oven Control Lockout |
|------------------|----------------------|

Power & Performance:

| | |
|---------------------------------|----------|
| Total Connected Load: | 11/8.0 |
| Voltage: | 120/240V |
| Main Oven Broiler Wattage: | 3000 |
| Minimum Circuit Rating: | 40 amps |
| Main Oven Bake Element Wattage: | 2600 |

Color:

| | |
|---------------|-------|
| Color Family: | White |
|---------------|-------|

Materials & Finishes:

| | |
|-------------|--------|
| Oven Racks: | Chrome |
|-------------|--------|

Weight:

| | |
|-------------------|------------|
| Weight : | 155 (lbs.) |
| Weight, Shipping: | 170 |

Controls:

| | |
|---------------|----------|
| Control Type: | Electric |
|---------------|----------|

Configuration:

| | |
|-------------------------------------|-----------------------------------|
| Number of Ovens: | Single oven |
| Cooking Surface: | Electric: standard (coil) |
| Bake Element Location: | Oven bottom |
| Main Oven Broiler Location: | Top of oven |
| Main Oven Number of Rack Positions: | 6 |
| Number of Oven Racks: | 2 |
| Warming Drawer: | No |
| Number Burners: | 4 |
| Element Configuration: | 8"-2400W, 6"-1500W, 6"-1500W, 8"- |

| | |
|--------------------------------------|-------------------------|
| Convection Location: | No Convection (s) |
| Convection Type: | No Convection |
| Venting: | |
| Venting: | Top of oven door |
| Certifications & Ratings: | |
| UL Listed: | Yes |
| ADA Compliant: | No |
| ANSI Certified: | No |
| Lighting: | |
| Oven Light: | Standard (incandescent) |
| Oven Light: | Standard (incandescent) |
| Size: | |
| Oven Door Window Type: | Standard |
| Item Type: | |
| Clock Type: | Digital |
| Oven Type: | Standard |
| Product Includes: | |
| Power Cord Included: | No |



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BID FORM

Instructions: Bidders may opt to bid for either or both appliances. By completing the table(s) below, The College will recognize and accept it as a bid for the respective appliance. The bid price will include the item, delivery, installation, testing, and removal of all packaging. Please assume a third floor delivery of a (3) three story building without a working elevator.

REFRIGERATORS

| | Kenmore EnergyStar Top-Freezer Refrigerator | Minimum Quantity | Total Bid Price (Unit Cost x Quantity) |
|---|---|---------------------|--|
| 1. Manufacturer # | 60812 | | |
| 2. Alternative Equal Brand (Must attach specifications with bid) | | | |
| 3. Alternative Equal Brand Manufacturer # | | | |
| 4. Manufacturer's List Price | | | |
| 5. Discount off of Manufacturer's List Price | | | |
| 6. Unit Bid Price | | 89 | |

ELECTRIC RANGES

| | Kenmore Self- Clean Electric Coil Range | Minimum Quantity | Total Bid Price (Unit Cost x Quantity) |
|---|---|---------------------|--|
| 1. Manufacturer # | 92562 | | |
| 2. Alternative Equal Brand (Must attach specifications with bid) | | | |
| 3. Alternative Equal Brand Manufacturer # | | | |
| 4. Manufacturer's List Price | | | |
| 5. Discount off of Manufacturer's List Price | | | |
| 6. Unit Bid Price | | 89 | |



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BID FORM

For informational purposes only. Insert unit price to remove and dispose of an existing appliance during the installation.

REMOVAL AND DISPOSAL OF APPLIANCE

| | Quantity | Per Unit | Total Bid Price |
|-------------------|-----------|----------|-----------------|
| 1. Refrigerator | As Needed | 1 | |
| 2. Electric Range | As Needed | 1 | |

The undersigned, having examined the specifications, and being familiar with all of the conditions surrounding services of the proposed project; hereby proposes to furnish and deliver the goods in accordance with the specifications and contract requirements. Any additional costs or alterations to this bid form will not be accepted.

Vendor Name: _____

Authorized Signature: _____

Title: _____

Date: _____



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Request for Proposal: Student Housing Refrigerators and Electric Ranges

BID FORM
PROFILE AND CERTIFICATION FORM

Name of Firm: _____

Telephone: _____ Fax: _____

Street Address, City, State, Zip: _____

Primary Contact for this Project: _____

Primary Contact Email Address: _____

Federal Tax ID No.: _____ Business License #: _____

Insurance Certification: The undersigned party submitting this bid hereby certifies that the firm can meet and comply with The College’s “Insurance Requirements” attached hereto. Copies of insurance certificates may be submitted with the proposal or the information completed below.

Worker’s Compensation Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

General Liability Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

Professional Liability Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against The College or any person interested in the proposed contract; and that all statements in said bid are true.

PROFILE AND CERTIFICATION FORM (cont.)

Indemnification Certification: The undersigned party submitting this bid hereby certifies that the firm expressly agrees to indemnify, defend and hold The College, officers, and employees, free and harmless from and against any and all loss, liability, expense, claims, costs, suits, damages, including attorney's fees arising out of the consultant's operation or performance under the resultant contract. The consultant will also indemnify OHA for damages as a result of any act or omission not authorized by OHA on the part of the consultant or any agent or person employed by the consultant.

Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if The College discovers that any information entered herein is false, that shall entitle The College to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

Company