



**Request for Quotation (RFQ)  
RFQ 598-14  
Printer Maintenance and Repair**

**Due:**

April 25, 2014 at 2:00PM MOUNTAIN TIME

**Buyer:**

Amy Stull  
Purchasing  
802 Grand Avenue  
Glenwood Springs, CO 81601  
[astull@coloradomtn.edu](mailto:astull@coloradomtn.edu)

**COLORADO MOUNTAIN JUNIOR COLLEGE DISTRICT**  
**RFQ 598-14**  
**PRINTER MAINTENANCE AND REPAIR**  
**REQUEST FOR QUOTATION**

Introduction.

Colorado Mountain Junior College District (“CMC”) is a Colorado statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at [www.coloradomtn.edu](http://www.coloradomtn.edu) for more information about our college.

CMC is seeking quotations from experienced and qualified professionals who provide printer maintenance and repair.

The College owns networked printers that are deployed at all CMC campus locations and Central Services. CMC is looking for a service provider that can administer preventative maintenance and repair work on the printers at each of our sites. Qualified and interested firms are invited to submit their qualifications and rate information using the Excel Spreadsheet labeled as Addendum 001. CMC is predominantly an HP shop but other lines exist in certain locations. The selected firm must be able to service our entire campus area including locations in Leadville, Buena Vista, Steamboat Springs, Glenwood Springs, Carbondale, Edwards, Breckenridge, Dillon, Aspen and Rifle.

The initial term of the contract will be for one year beginning July 1, 2014. In the event that both parties wish to renew, please include rates for both year’s two and three with your quotation.

CMC reserves the right to make multiple awards resulting from this RFQ or to award no contract at all. After a contract is signed, CMC will post bid award information on the Purchasing website, [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing).

Deadlines.

	DATE	TIME
ISSUE DATE	04/15/14	4:00 PM
QUESTIONS DUE	04/18/14	2:00 PM
QUESTIONS ANSWERED	04/22/14	4:00 PM
REQUEST FOR QUOTATIONS (RFQ) DUE	04/25/14	2:00 PM
TARGET AWARD DATE (SUBJECT TO CHANGE)	05/01/14	4:00 PM

CMC will evaluate and recommend for award based on a quotation that best meets price, quality, delivery, service, past performance and reliability. CMC will accept quotations from alternate brand names if the product is equivalent to or better than the specification, in CMC's judgment. In such case, please clearly state any exceptions to, or deviations from, the specifications, terms or conditions, including specifications and pictures depicting proposed equals. Responses not specifying brand name and model number shall be considered as offering the exact product specified by CMC. Please submit your best and final offer.

If you are interested in this project you may send any questions you have to Amy Stull via e-mail to [astull@coloradomtn.edu](mailto:astull@coloradomtn.edu) by April 18, 2014 at 2:00 PM Mountain Time. All questions will be answered in an Addendum posted to the CMC website by 4:00 pm Mountain Time on April 22, 2014

**If you would like to submit your quotation you may do so by emailing [astull@coloradomtn.edu](mailto:astull@coloradomtn.edu) BEFORE 2:00 PM MOUNTAIN TIME ON April 25, 2014.**

Along with your quote, please submit a certificate of liability insurance per the attached requirements (Exhibit A) for evidence only. If your bid is accepted and a contract awarded, an authorized certificate of insurance will be required with all endorsements at that time. **CMC cannot accept a late or incomplete quotation. If your quotation is received after the proposed date and time or is incomplete it will not be accepted. The official time for submittal will be the time stamped on the email received by CMC. Please submit your quotation at least 10 minutes early to avoid timing discrepancies. You will receive an error message if your email was not successfully delivered. In the absence of that message you can assume confirmation that your quotation was accepted, CMC cannot promise to individually confirm all quotation submittals.**

The bid award will be posted to the Purchasing Department's website at [www.coloradomtn.edu/purchasing](http://www.coloradomtn.edu/purchasing) under the bids, RFPs, RFQs, section at the time defined above. It shall be the bidder's responsibility to monitor the website on a regular basis for any changes, addenda.

Miscellaneous Terms.

**Contract Terms.** Any contract resulting from a selection arising from this RFQ shall include CMC's Terms and Conditions, and any other written requirements of CMC, including but not limited to the CMC Insurance Requirements described on Exhibit A.

**Tax and Delivery.** All prices must be firm and quoted complete and F.O.B. CMC. Do not include sales and use tax as CMC is a tax exempt entity.

**Submission of Quotes.** By submitting a response to the RFQ, each bidder represents that it has read and completely understands the RFQ documents, has answered all of the questions (failure to provide requested information may result in rejection of the response) and has signed the response.

**Errors.** Bidders shall promptly notify CMC of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFQ documents.

**Qualifications of Bidders.** CMC reserves the right to reject any bid if evidence shows that bidder is not properly qualified to carry out the obligations anticipated under this RFQ; bids will be considered from vendors with a demonstrated history of successfully providing similar goods and services to CMC or other institutions of higher education and evidence of appropriate insurance requirements. CMC shall reject any response to the RFQ that makes any material misrepresentation in the response.

**Appropriation of Funds.** Any contract resulting from a selection arising from this RFQ shall be contingent upon sufficient appropriations by the CMC Board of Trustees, in its sole discretion.

**Federal and State Law.** All quotations must conform to the minimum federal and state regulations applicable to CMC with respect to bidding, discrimination, wage rates, conflicts of interest, etc.

**Rejection/Acceptance of Proposal.** CMC reserves the right to reject any and all quotations and to waive informalities. CMC reserves the right to purchase none, all or part of the materials/services listed and to reject any and all quotations, whichever is deemed to be in the best interest of CMC. CMC shall not be required to enter in to a contract with any vendors submitting responses to this RFQ

Thank you for your interest in CMC and this project.

## Colorado Mountain College Insurance Requirements

All vendors/companies (herein referred to as "Vendor") providing services to/for Colorado Mountain College District ("CMC") must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract:

### **Coverage Minimum Required Limits**

#### **Commercial Gen Liability (CGL)**

**\$1,000,000 Occurrence/\$2,000,000 aggregate**

**\$2,000,000 Products / Completed Operations aggregate**

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations. Colorado Mountain Junior College District and its affiliates shall be listed as an additional insured, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

#### **Automobile Liability**

**\$1,000,000 Combined Single Limit**

If Vendor uses any type of motor vehicle to perform a service for CMC, Vendor shall provide Automobile Liability insurance covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. Colorado Mountain Junior College District and its affiliates shall be listed as an additional insured. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds. In addition, Waiver of Subrogation shall be issued in favor of CMC.

#### **Workers' Compensation**

**Statutory Limits (\$100,000/\$500,000/\$100,000)**

If Vendor has any employees, Vendor shall carry Workers' Compensation insurance in compliance with state law. The Workers' Compensation and Employer's Liability Insurance policy for the Vendor shall contain a Waiver of Subrogation in favor of CMC.

### **Additional Provisions**

CMC requires that insurance carriers be licensed to conduct business in the State of Colorado and a minimum A.M. Best Rating of A-.

Vendor shall require in all Vendor's subcontracts, if any, the same limits and coverage required herein.

A copy of Vendor's Certificate of Liability Insurance, along with additional insured, primary and non-contributory endorsements and the Waiver of Subrogation, must be issued from Vendor's agent or carrier at least (5) working days prior to commencing work.

Each insurance policy shall state that CMC will receive thirty (30) days prior written notice of any cancellation, non-renewal, or material alteration of the Vendor's insurance policies.

**Certificate Holder:** Colorado Mountain Junior College District  
Risk Management Department  
802 Grand Avenue  
Glenwood Springs, CO 81601

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Any deviation from these requirements must be discussed with and approved by CMC Risk Management *prior* to work commencing.

Please direct questions to: [gpedrick@coloradomtn.edu](mailto:gpedrick@coloradomtn.edu) Phone: 970-947-8375 Fax: 970-384-5807