PURCHASING – BIDS AND CONTRACTS

REQUEST FOR PROPOSAL

For

Painting & Related Services

RFP Number 2016P112

ISSUE DATE: June 1, 2016

PROPOSAL DUE DATE / TIME: June 24, 2016@ 3:00 PM CST

IMPORTANT NOTICE

IF YOU ARE NOT RESPONDING:
1. CHECK THE BOX FOR "NO RESPONSE",
2. ADD THE REASON FOR YOUR NON-RESPONSE,
3. SIGN, DATE, AND FAX BACK THIS COVER PAGE ONLY, TO 405-974-3838

1. _______ NO RESPONSE

2. COMPANY NAME: __________________________________________________________

3. OUR REASON FOR "NO RESPONSE":
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

If the full Request For Proposal is not included, you can pull the entire document at:
http://www.uco.edu/administration/pur-pay-trav/_current-solicitations/index.asp

DIRECT ALL QUESTIONS & INQUIRIES TO:

Primary Contact
Chuck Adams
Buyer, Purchasing, Payment Services & Travel
E-Mail: cadams38@uco.edu
Department Fax: 405-974-3838

Secondary Contact
David B Young I
Director, Purchasing, Payment Services, & Travel
E-Mail: dyoung28@uco.edu

No phone calls shall be accepted during the solicitation posting. Email or Fax communications are the only acceptable forms of communication and shall be posed during the designated and acceptable time frame according to the RFP directive.

UCO promotes sustainability. Be GREEN – change your margins to save paper!
1.0 The University of Central Oklahoma (UCO)

1.1 About the University
If you are not familiar with UCO, you can find information about our University at the University’s website www.uco.edu.

1.2 UCO – A Green Campus promoting Sustainability
The University of Central Oklahoma supports Green Purchasing, upholding the philosophy of a Green Campus by assessing the environmental impacts of incoming commodities and outgoing waste. We encourage proposals to include economical and environmentally friendly products and service options which serve to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is our goal to maximize environmental responsibility on the UCO Campus.

1.3 Campus Map
A UCO Campus Map can be located on the University’s website per the following link: http://www.uco.edu/resources/maps.asp

2.0 General Information and Instructions to Proposers

2.1 Original RFP Document
The UCO Purchasing & Payment Services Department shall retain the Request for Proposal (RFP), and all related terms and conditions, addenda, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 Specific Proposal Instructions, Organization, Preparation, Submission & Opening
The UCO Purchasing Affidavit (Attachment A), Vendor Qualification/Financial Resource Statement (Attachment B) and Certificate of Compliance with Executive Order 11246 (Attachment C), all attached herewith, and any applicable addenda, are required portions of the submitted proposal. Other attachments, per RFP, may also be required portions of submitted proposals.

2.3 Schedule of Events
The following is a tentative schedule applicable to this RFP. UCO reserves the right to make changes in accordance with the University’s needs.

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>06/01/16</td>
</tr>
<tr>
<td>Last day for Vendor to submit written questions</td>
<td>06/13/16</td>
</tr>
<tr>
<td>Tentative Addendum Post Date</td>
<td>06/16/16</td>
</tr>
<tr>
<td>RFP Closing Date and Time</td>
<td>06/24/16, 3 PM CST</td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>TBD</td>
</tr>
<tr>
<td>Vendor Presentations</td>
<td>TBD</td>
</tr>
<tr>
<td>Tentative Notice of Award</td>
<td>TBD</td>
</tr>
<tr>
<td>Implementation</td>
<td>07/17/16</td>
</tr>
</tbody>
</table>

All Proposers are notified of the award. Also, the award shall be posted at: http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp
Select CLICK HERE to Review Current UCO Contracts and Recent Awards

We are unable to offer responses to inquiries about the solicitation after the award. Proposing Vendors can seek the following link to the UCO Legal Counsel website/Open Records/Fax Transmittal & Request for Public Record Form for any additional information sought after the award. Thank you for supporting our compliance with statute and policy.
2.4 Pre-Proposal Conference – N/A
If a pre-proposal conference has not been scheduled, UCO reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgment of UCO, there is a need for such conference.

2.5 Pre-Proposal Site Visit - N/A
A site visit is required if the project is such that the vendor shall have actual knowledge of the physical situation relative to the solicitation in order to submit a valid response.

2.6 Accommodations for People with Disabilities
If the vendor, or any of the vendor's employees, participating in this RFP needs or has questions about the University's accommodations for people with disabilities please contact the UCO Purchasing Office by telephone 405-974-2490, to make the necessary arrangements. Requests should be made as early as possible to allow time to arrange the accommodations.

2.7 Performance and Payment Bonds – Not Required
Vendors should read this document closely to determine whether a performance bond or similar requirements are indicated for this RFP. If project cost exceeds $50K, bond is required per Title 61 O.S. 113.B. Vendors shall ensure that complete and competent evidence of such coverage is provided to the University in their proposal package. The Bond and insurance are required to be in effect and cover 100% of the project until accepted in total by UCO.

2.8 Originals/Copies - Submission Deadline and Location
The RFP and all attachments, to also include any applicable & acknowledged addenda, are to be included within the required proposal submissions which include one (1) original signature copy, marked “ORIGINAL” along with three (3) photocopies of your proposal marked “Copy 1” through “Copy 3”. The signer of the PROPOSAL for the vendor shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The original proposal, all attachments and all required copies may be bundled in one sealed package. Any confidential or proprietary information shall be sealed in a separate envelope within the submission envelope/package and clearly marked as CONFIDENTIAL/PROPRIETARY. Facsimile and/or Email Proposals shall NOT be accepted. All Proposals shall be submitted and received by the University NO LATER THAN 3:00PM CST, Friday, June 24, 2016.

Proposals shall be addressed as follows with the “University of Central Oklahoma Request for Proposal # 2016P112, Painting & Related Services” clearly marked on the outside of the sealed package to:

University of Central Oklahoma
Attention: Chuck Adams, Buyer Purchasing & Payment Services
Bid Proposal Enclosed 2016P112 Painting & Related Services
Lillard Administration Bldg., Room 109
100 North University Drive
Edmond, OK 73034

Office hours for receipt of proposals are: Monday through Friday, 9 A.M. through 5 P.M., Central Standard Time. Offers may be hand delivered, express mailed, or otherwise sent to arrive prior to the closing time set for receipt of offers, as determined by the clock in the UCO Purchasing & Payment Services office.
2.9 Communication, Questions, Inquires

From the date of RFP issue, to the submission closing date, the vendor shall not make available or discuss any part of their proposal with any employee or agent of the University, unless prior permission is requested in writing by the vendor and granted in writing, from the Director of Purchasing or designee. The sole contact between the University and vendor for questions, inquiries, clarifications or interpretations related to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the Director of Purchasing or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact: Chuck Adams
Purchasing & Payment Services
Email: cadams38@uco.edu
Department Fax: (405) 974-3838

Secondary Contact: David B Young I
Director, Purchasing, Payment Services, & Travel
E-mail: dyoung28@uco.edu

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 1:00 PM CST, Monday, June 13, 2016. Email questions, referencing “Questions for RFP# 2016P112” on the correspondence. Questions and answers shall be posted to the website as one addendum to the solicitation. Any applicable addenda in relation to this RFP Solicitation are required to be executed and included in the vendor submission. Proposals missing addenda shall be deemed as unresponsive and therefore, disqualified from evaluation.

Should any vendor seek to receive RFP Updates/Addenda directly to a named person in the company rather than searching for addenda on the purchasing website in accordance to Section 2.3 Schedule of Events, please contact the Director and Buyer noted above by email. The subject line of the email communication should note “Vendor Application Attached – Please add my company to the bidder list for RFP 2016P112”. The Vendor Application can be found at the following link and should be completed and attached to this email directed to the Director and Buyer.
http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp

3.0 Terms and Conditions Governing the Resulting Contract

3.1 UCO Standard Terms & Conditions

Standard Terms & Conditions are available at the following link:
http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp
Select document noted as UCO Standard Terms and Conditions.

By submitting a quotation, proposal or bid, the supplier or vendor is agreeing to adopt the UCO Standard Terms and Conditions as the Terms and Conditions applicable to this transaction.

3.2 The Resulting Contract

The resulting contract shall consist of (1) UCO solicitation (whether RFQ, RFP or ITB) and any changes, additions, deletions or clarifications per addenda, (2) Negotiations rendered to writing and signed by both parties, (3) Vendors qualifying Response/Quote/Proposal/Bid, and (4) UCO Terms & Conditions. This shall also be the priority order by which any conflict in the contract shall be resolved.
3.3 **Sexual and Verbal Harassment**

The policies of the University, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any University employees, students, faculty or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movements or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated or condoned on the campus of the University of Central Oklahoma. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from University premises.

3.4 **Vendor Restriction Against Hiring University Employees**

For the duration of this project, the vendor shall agree that neither the vendor nor any subcontractors shall solicit for employment or employee any University staff member.

3.5 **Specific and Unique Terms and Conditions applicable to this RFP**

The following Terms and Conditions, along with the UCO Standard Terms and Conditions, incorporated by reference, shall become part of any Agreement resulting from this RFP between the University and the vendor.

A. This RFP may contain bond requirements.
B. This work is not time/schedule sensitive but is limited to a “not later than” date as specified on the applicable purchase order(s).
C. No work shall be sublet by the proposing Vendor unless the subcontractor information has been noted in the proposal and approved by UCO. Subletting after the award without written approval from UCO shall result in possible termination of the awarded contract.
D. Work shall be accomplished during normal UCO business hours, without interference to UCO’s educational operation and must allow UCO to remain operational with minimal down time. Down time for any UCO system must be approved in writing by the appropriate UCO official.
E. UCO reserves the right to add or delete square footage to any applicable contract based on need for the ever-changing campus.
F. Vendor must furnish all tools, equipment and labor necessary for Painting & related services.
G. Vendor shall be responsible for cleanup and debris removal from jobsite(s) immediately upon completion of work.
H. Vendor shall be held responsible for any damage to property and/or grounds.
I. Vendor must provide a valid Certificate of Liability Insurance prior to beginning any work on campus.
J. This is a firm fixed-price RFP. Please state all costs clearly and completely. UCO shall not accept hidden costs or costs not disclosed in response to this RFP.
K. Pricing may be negotiated annually based on the Consumer Price Index after UCO approved renewal of each contract year. Any cost increases must be requested in writing to the Director of Purchasing no less than 60 days in advance.
L. The term of the resulting contract shall be for one (1) year with four (4) 1-year renewal options which may be exercised at the discretion of the University by letter & authorized agent signature.
M. Pursuant to Oklahoma Statute, Title 61, any project exceeding $50,000 must be bonded. If your bid response exceeds $50,000, please confirm that you are able to meet the bonding requirements.
N. This contract may be awarded to multiple vendors.
3.6 **HB 1804, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**

Pursuant to 25 O.S. 1313, effective 7/1/08, all individuals, contractors, subcontractors or vendors are prohibited by State Law from entering into a contract with a public employer for the performance of services within the State of Oklahoma unless registered and participating in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. 1312 and includes, but is not limited to, the free Employment Verification Program (EEV) available at: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

By accepting a purchase order from the University of Central Oklahoma or executing a contract on part of the vendor with the University, the individual, contractor or vendor warrants and attests that they are registered and participating in the Status Verification System. Vendor declares its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. These warranties shall remain in effect through the entire term, including all renewed periods if applicable, of the contract. The University reserves the right to request copies of documents certifying compliance with this requirement.

3.7 **UCO Transportation and Parking**

Effective August 18, 2008, contractors and vendors parking on the UCO Campus shall be required to purchase UCO parking passes in the student and faculty/staff lots. Please see the Transportation and Parking Services website for contractor and vendor parking rates and regulations: [http://www.uco.edu/administration/safety-transportation/transportation-parking-services/index.asp](http://www.uco.edu/administration/safety-transportation/transportation-parking-services/index.asp)

3.8 **Information Technology for Individuals with Disabilities – Section 508 Federal Law**

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology acquisitions, agreements and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

3.9 **Tobacco-Free Campus**

Effective 7/1/2010, UCO is a tobacco-free campus. The University appreciates compliance.

3.10 **Requirement for Criminal Background Checks**

The contractor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by UCO; all contractors and sub-contractors shall adhere to the resulting original RFP and the terms of any resulting Agreement(s). Contractors and any subcontractors and all visitors on campus related to such contract shall conduct themselves in a professional and courteous manner at all times with UCO faculty, staff, and/or students, as well as any other customers, contractors or individuals with whom the contractor comes in contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the campus.

A. If UCO, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Contractor assigned to provide goods or services to UCO pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, UCO may so notify the Contractor and the Contractor shall promptly reassign said employee, agent or subcontractor so that they will no longer provide goods or services pursuant to this Agreement.

B. The Contractor shall warrant that they will only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable.
Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

C. The Contractor warrants they are supplying employees who have passed a background check(s).

Contractor agrees to defend, indemnify and hold harmless UCO, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

D. The most common minimum background check does the following:
   - Social Security Trace
   - County Level Criminal Search (in all counties as found by the Trace)
   - National Sex Offender Search Statewide Criminal
   - National Criminal Database Federal Criminal
   - State Sexual Offender Search
   - Motor Vehicle Report

4.0 Evaluation Criteria

4.1 Proposal Evaluation
Proposals shall be evaluated by a committee designated by the UCO Purchasing Department. Evaluation criteria for this RFP shall be as follows:
A. Fee Proposal
B. References
C. Ability to meet specifications

5.0 Specifications

Statement of Objective

The University of Central Oklahoma is soliciting proposals for Painting & Related Services on an as-needed basis for Housing & Dining facilities; however, services may be utilized in other areas of campus if the need arises. This includes, but is not limited to, painting, tape-bed and texture, drywall and acoustical ceiling work.

- Vendor must furnish all labor, truck, equipment, disposables and tools necessary for general maintenance, repair and/or installation of paint, tape-bed and texture, drywall and acoustical work associated with apartment, dormitory, or Housing and Dining facilities at UCO.
- Materials may or may not be supplied by the owner including paint and paint supplies. This includes, but is not limited to, caulking, masking paper, tape, paint, thinners, sanding blocks, sand paper and disposable roller covers.
- Vendor must furnish all tools such as brushes, roller handles, drop cloths, ladders and any additional equipment required to perform the work.
- Vendor shall need to look at the proposed work, make a supplies/materials list for the owner to purchase, and return when supplies are on hand to perform the work.
- Vendor must inventory supplies daily and is to notify the owner if additional supplies are needed for the next day’s work. If working multiple tasks in different locations, workers can move to other projects on campus.
- Pricing for all work shall be figured for one truck with tools and equipment, and one Painter/Taper/Installer, and a price for each additional Tradesman/helper if needed.
- Pricing shall include all cost associated with personnel, tools and truck expenses and parking permits.
- Vendor must furnish all insurance and workers compensation documents before work can begin.
- For each repair call, the minimum charge of two hours shall be utilized.
• All chargeable time shall start at the check-in on campus with the designated UCO representative and end at the completion of work on-site.
• Vendor must pay for and provide a parking permit issued by the University.
• Vendor agrees to respond to any service call within 24 hours and to an emergency call within 4 hours.
• All completed work shall pass inspection by University personnel before acceptance and payment shall be made.

5.1 Small Jobs
Using the space below, please provide pricing for labor rates for work that is small in nature, unusual locations or size, or touchup work in multiple buildings or locations that is difficult to quantify. These prices shall be used at the discretion of the owner. Minimum charge of two hours per repair call.

1. Price for one truck and one Painter/Taper/Drywall worker per hour rate of:
   $____________Per Hour
2. Price for each additional Painter/Taper/Drywall worker/helper per hour rate of:
   $___________Per Hour
3. List other rates that apply to your crews if they are different from the above:
   ____________________ - $________________Per Hour
   ____________________ - $________________Per Hour
   ____________________ - $________________Per Hour

5.2 Large Jobs
The following pricing shall be used when painting is to be done on a larger scale, such as painting apartments or dorm rooms, hallways or suite units. Floor plans have been provided as attachments to this RFP.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Price per Sq feet</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1:University Commons Apts.</td>
<td>Painting two bedroom apartments all walls and trim, 790 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 2:University Commons Apts.</td>
<td>Painting two bedroom apartments all ceilings, 790 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 3:University Commons Apts.</td>
<td>Painting two bedroom apartments all walls and trim, 880 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 1:University Commons Apts.</td>
<td>Painting two bedroom apartments all ceilings, 880 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 2: University Commons Apts.</td>
<td>Painting four bedroom apartments all walls and trim, 1200 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>Option 3: University Commons Apts.</td>
<td>Painting four bedroom apartments all ceilings 1200 Sq Ft Floor area</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 1: University Suites</td>
<td>Painting two bedroom suites all ceilings floor area 576 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 2: University Suites</td>
<td>Painting two bedroom suites all walls and trim floor area 576 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 3: University Suites</td>
<td>Painting four bedroom suites walls, floor area 760 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 4: University Suites</td>
<td>Painting four bedroom suites ceilings, floor area 760 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 5: University Suites</td>
<td>Painting common areas, Halls, study rooms etc, per wall area Sq Ft</td>
<td>Per wall area sq ft</td>
<td>N/A</td>
</tr>
<tr>
<td>Option 1: Quad</td>
<td>Painting common areas, halls, study rooms etc.</td>
<td>Per wall area sq ft</td>
<td>N/A</td>
</tr>
<tr>
<td>Option 2: Quad</td>
<td>Painting dorm room walls, floor area 180 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 3: Quad</td>
<td>Painting restroom walls, floor area 264 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 4: Quad</td>
<td>Painting restroom ceilings, floor area 264 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 5: Quad</td>
<td>Painting L shape dorm rooms walls floor area 294 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 1: West Hall</td>
<td>Painting dorm room walls floor area, three walls per room at floor area of 217 Sq Ft</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 2: West Hall</td>
<td>Painting dorm rooms Ceilings, floor area of 217 Sq ft.</td>
<td>Per floor area sq ft</td>
<td></td>
</tr>
<tr>
<td>Option 3: West Hall</td>
<td>Painting common areas, Multiple colors</td>
<td>Per wall area sq ft</td>
<td>N/A</td>
</tr>
<tr>
<td>Option</td>
<td>Location</td>
<td>Description</td>
<td>Unit</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>4</td>
<td>West Hall</td>
<td>Painting common areas, single colors</td>
<td>Per wall area sq ft</td>
</tr>
<tr>
<td>1</td>
<td>Murdaugh Hall</td>
<td>Painting dorm rooms walls and fur downs, floor area 220 Sq Ft.</td>
<td>Per floor area sq ft</td>
</tr>
<tr>
<td>2</td>
<td>Murdaugh Hall</td>
<td>Painting dorm rooms ceilings floor area 220 Sq Ft.</td>
<td>Per floor area sq ft</td>
</tr>
<tr>
<td></td>
<td>Murdaugh Hall</td>
<td>Painting common areas, Multiple colors (boarders or wainscot)</td>
<td>Per wall area sq ft</td>
</tr>
<tr>
<td></td>
<td>Murdaugh Hall</td>
<td>Painting common areas, single colors</td>
<td>Per wall area sq ft</td>
</tr>
</tbody>
</table>

The following scope of work is intended to aid you in bidding this work when selected at the larger scope and is not to be considered as a standalone document. The bid is to include this scope of work along with drawings. Each bid shall be total and complete to the extent described and/or limited below.

**Bid:** All interior apartments located in University Commons and/or University Suites – to include front doors (both sides) and all interior rooms complete.

- Furnish all labor and equipment, including drop cloths and other materials used to cover and protect owner property, brushes and tools necessary for a complete (interior) painting of all wood work (excluding cabinets), doors, ceilings and walls in the University Commons and/or the University Suites buildings.
- All furniture shall be moved to the middle of each room by others.
- All carpets, furniture, fixtures, outlets, switches and appliances are to be protected during painting.
- If plug and switch plates are removed by vendor, they are to be reinstalled by vendor.
- Wood surfaces are to be wiped clean, sanded if necessary, and properly prepped to receive a new coat of finish enamel paint (ProMar 200 latex semi-gloss) as recommended by Sherwin Williams specifications.
- All ceilings shall receive one coat of semi-gloss ceiling white paint (PMC latex semi-gloss).
- Any stains or marks shall have Kilz or comparable sealer applied before painting.
- All pin holes or screw holes shall be spackled by vendor before painting.
- All woodwork and dissimilar surfaces shall be masked off and back caulked in preparation for the finish coat of wall paint.
- All rooms are to be painted one color except the living rooms. They have one wall that will be painted a different color.
- All tape, supplies and materials used in the paint process shall be properly removed and discarded off-site by the vendor.
- The University shall supply the paint and supplies for each project.
- The University Commons buildings have three floor levels.
- The owner may choose to select floors to be done during the summer work time. Number of floors and locations shall be up to the owner selection, depending on the need.
Price for 1st Floor Commons 1000 Apartments: $______________________
Price for 2nd Floor Commons 1000 Apartments: $______________________
Price for 3rd Floor Commons 1000 Apartments: $______________________
Price for 1st Floor Commons 2000 or 3000 Apartments: $______________________
Price for 2nd Floor Commons 2000 or 3000 Apartments: $______________________
Price for 3rd Floor Commons 2000 or 3000 Apartments: $______________________
Price for 1st Floor University Suites Apartments: $______________________
Price for 2nd Floor University Suites Apartments: $______________________
Price for 3rd Floor University Suites Apartments: $______________________
Price for 4th Floor University Suites Only: $______________________

Bid: Exterior painting of University Commons and University Suites building. All exterior surfaces including balconies, breezeways and stairwells.

- Furnish all labor, equipment, tools, brushes, protection materials and miscellaneous supplies necessary for a complete (exterior) painting of the University Commons and/or University Suites building.
- This shall include all exterior siding, trim, metal exposed in stairwells, metal stairs and handrails.
- All ceilings in breezeways shall be painted white (A100 Satin); all walls to be painted a selected color and the trim a third color.
- All surfaces are to be pressure washed clean of all dirt, dust or other debris and properly prepped to receive a new coat of finish paint (A100 Satin finish) as recommended by Sherwin Williams specifications.
- Any metal, including stairs, handrails and guardrails that are showing signs of rusting shall be sanded or rust removed, prime painted and two finish coats (industrial enamel) applied to these areas.
- All exterior metal shall be painted with industrial enamel paint.
- Any exterior caulking that is failing or missing shall be raked out or removed and replaced or repaired with siliconized latex caulk to bring the building back to as new condition. This includes all exterior windows.
- All painting shall be done during the summer session of the University of Central Oklahoma schedule. (May 12 to June 20)
- All concrete, brick and unpainted surfaces shall be protected during painting.
- Metal, aluminum or plastic soffit, fascia or guttering will not be painted at this time and protection of overspray is necessary.
- Any spills or spots shall be properly cleaned up after painting is complete.
- All materials shall be removed from site by contractor.
- The paint shall be Sherwin Williams paint only. No substitutions.
- All materials shall be furnished by the University of Central Oklahoma.

Price for exterior painting Commons 2000 or 3000 (each) total $______________________ per building cost.
Both buildings are exactly the same.

Price for exterior painting Commons 1000 total $______________________
Price for exterior painting University Suites total $______________________
**Cost for supplies:** The University may or may not supply materials for projects that are large in nature, in this case the vendor may be asked to supply materials. The cost for materials and supplies shall be billed at wholesale cost plus a percent add on. Please indicate the percent add on for these materials. ______%. All Quotes shall list estimates for materials and all invoices shall be attached to the billing.

### 6.0 Cost of Proposal – Pricing Structure

#### 6.1 Provide
The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring costs for UCO after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

#### 6.2 Payment Terms, Incentives, and Penalties
If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. The University issues purchase orders and therefore shall be invoiced by purchase order and pay by purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. Being the University has fiscal year funding and budgets, any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payments made by the University shall be applied to the appropriate purchase order and applicable invoice, per the vendor’s accounting system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to insure appropriate receipt of payments.

#### 6.3 Other Costs
If a form for the itemized costing of your proposal is not supplied by UCO in the Specifications, Section 5.0, or by way of attachment, please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. UCO shall be able to clearly understand your proposal and the cost structure you propose.

#### 6.4 Costs Proposed Based on Volume
This RFP, and any resulting contract, contemplates the possibility that UCO may wish to form purchasing partnerships or alliances with other higher education institutions to include, but not limited to, the Regional University System of Oklahoma and/or institutions in the Community College System. UCO reserves the right to re-negotiate costs and/or services on behalf of these partnerships and alliances based on the increased volume of business offered to our vendor partner. Additional savings offered by the vendor following these re-negotiations shall be deemed as an amendment to the existing contract and made available to UCO’s partners and alliance members.
ATTACHMENT A

SHALL BE COMPLETED, SIGNED, NOTORIZED, AND RETURNED

STATE OF ________________________ ss

COUNTY OF ________________________

UCO PURCHASING AFFIDAVIT

I, _______________________________, of lawful age, being first duly sworn, on oath say:

1. That I am the agent authorized by the Vendor ______________________________________ ____________________________________________ (Company/Firm Name) to submit the attached bid, which bid/proposal is a legal and binding offer and that by signing below he/she has authority to make said offer and bind the offering company, with minor differences and informalities to be resolved by negotiation prior to acceptance of the offer by UCO.

2. That this proposal is submitted in response to Request for Proposal _____________________ issued by the University of Central Oklahoma. The undersigned and firm agree to be bound by the content of this proposal, any specific terms and conditions noted within the RFP document, any addenda thereto in the event of an award to the Vendor, exceptions to be noted as stated in the RFP and UCO Standard Terms and Conditions which can be found on webpage and link: http://www.uco.edu/administration/pur-pay-trav/info-for-vendors/index.asp?services=Suppliers/Solicitation Documentation
The company’s/firm’s proposal shall remain in effect for a period of ___________( ) calendar days as of the Due Date for responses to the RFP, and that the person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

Print Name      Print Title
_________________________  ______________________________
_________________________  ______________________________
_________________________  ______________________________

3. Business Relations Section [Check this Box if not applicable],
   A. That the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows: (if none, please write “None”)

   (attach additional sheets as necessary)

   B. That Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the proposing company and any officer or director of the architectural or engineering firm or other party to the project is as follows: (if none, please write “None”)

   (attach additional sheets as necessary)

   C. That Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows: (if none, please write “None”)

   (attach additional sheets as necessary)
4. Non-Collusion/Conflict Of Interest section, [With regard to any competitive bid for goods or services, which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each vendor to execute and submit a notarized sworn Statement of Non-Collusion/Conflict of Interest, the following section of the Purchasing Affidavit fulfills that requirement.]

A. That by signing below, Proposer/Vendor certifies that in accordance with 74 O.S. §85.23, he/she or firm does not have any substantial conflict of interest sufficient to influence the proposal process on this proposal.

B. That (s)he is the duly authorized agent by the Proposer/Vendor to submit the attached bid for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

C. That (s)he is fully aware of the facts and circumstance surrounding the making of the bid/contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and

D. That neither Proposer/Vendor nor anyone subject to the Proposer/Vendor’s direction or control has been a party:
   1. To any collusion among proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
   2. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
   3. In any discussions between proposers and any state official concerning exchange of money or other thing of value for special consideration in the letting of this contract.

E. I certify, if awarded the contract, whether competitively bid or not, neither the Vendor nor anyone subject to the Vendor’s direction or control has been paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or the University of Central Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

F. That in accordance with 74 O.S. §85.42.b, the Proposer/Vendor further certifies that no person(s) who has been involved in any manner in the development of that contract while employed by the State of Oklahoma or University of Central Oklahoma shall be employed to fulfill any of the services provided for under said contract.

G. Completed W-9 shall be attached.

Further Affiant sayeth Not.

________________________________________
Signed

Title: ____________________________________

________________________________________
Company

F.E.I.N. Number: __________________________

Subscribed and sworn to before me this _____day of ________, 20__.  
(SEAL)  

Notary Public Commission Number: ______________
My Commission Expires: _____________________
**ATTACHMENT B**  SHALL BE COMPLETED, SIGNED, AND RETURNED

**VENDOR QUALIFICATION / FINANCIAL RESOURCE STATEMENT**

The undersigned agrees that the response to this bid / proposal is a legal and binding offer and that by signing below he / she has authority to make said offer, identify the contact point and those authorized to negotiate for the company / firm, the contact and other information presented is current and accurate, and the company / firm is financially responsible and capable of fulfilling its financial obligations and responsibilities under this bid / proposal.

**A. Authorized negotiator(s):** if different from person signing form or in addition to person signing form if any (if ‘none’ so state by initialing):  ___________ None

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Print / Type Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___________</td>
<td>__________________</td>
</tr>
<tr>
<td></td>
<td>___________</td>
<td>__________________</td>
</tr>
<tr>
<td></td>
<td>___________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

**B. Official Contact Address:**  ____________________________  Phone Number:  ____________

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>____________</td>
<td>__________</td>
</tr>
<tr>
<td>________</td>
<td>____________</td>
<td>__________</td>
</tr>
</tbody>
</table>

**C. Type of Organization:**

If incorporated, in what year and which state(s):  __________________________

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Year</th>
<th>State(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Proprietorship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partnership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Explain):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**D. Description of Business:**

Number of locations or branches:  __________________________

Number located in the State of Oklahoma and where:  __________________________

Number of person currently employed (company wide):  __________________

Number located in the State of Oklahoma:  __________________________

Original date of Establishment (if not incorporated):  __________________

Classification:  [ ] Small Business  [ ] Disadvantaged  [ ] Women-Owned
Total number of years in business: _______
Total number of years in the type of business requested by RFP: ___

Type of Work:

[ ] Manufacturer [ ] Distributor [ ] Retail Dealer
[ ] Service [ ] Other: ___________________
[ ] Business Enterprise

Certification / License Nos. assigned and from whom (if any): _____________________
_______________________________________________________________________

_____ Construction:

[ ] General Contractor [ ] Design-Builder [ ] Material Supplier ___________________
[ ] Sub-Contractor: [ ] Mechanical, [ ] Plumbing, [ ] Electrical,
[ ] Other sub: __________________

Sales Contact Name: ________________________________
Sales Contact Address: ______________________________

Sales Contact Phone Number: _________________________
Sales Contract Fax Number: __________________________
Sales Contact Email Address: _________________________

Customer Service/Order Entry Contact Name: __________________________
Customer Service/Order Entry Phone Number: __________________________
Customer Service/Order Entry Fax Number: ____________________________
Customer Service/Order Entry Email Address: __________________________

Website Address: _________________________________

Accounting Contact Name: __________________________
Accounting Contact Address: __________________________

Payment remit to address, if different than the above:
_______________________________________________________________________
_______________________________________________________________________

Accounting Contact Phone Number: _______________________
E. Reference Request:
Please include three (3) references for clients with whom your company has competed projects of similar size and scope. Preferred references would include those with whom you have had long term partnerships and those within the realm of higher education. Include all contact information. All shall be noted on a separate sheet, included in the proposal.

F. Financial Resource Information:
[The following information shall assist UCO in evaluating the comparative financial resources of competing Proposers/Vendors. It is understood and acknowledged that the information is requested by UCO solely as an indication of the Proposer’s fiscal responsibility.]

Dun & Bradstreet Bidder/Supplier’s Number: ________________________________

F.E.I.N. Number: ________________________________

The Vendor’s primary bank:

Name: ____________________________________________________________

Address: _________________________________________________________

Account Manager: ________________________________________________

Telephone number(s): _____________________________________________

Fax number(s): __________________________________________________

Note: If the current bank account has existed less than one year, furnish the above information for the previous bank as well.

IF requested shall you provide a Financial Statement: ______ Yes ______ No
If ‘Yes’ shall be Audited_______ or Reviewed_______

The above and foregoing are true and correct to the best of my knowledge.
Witness, this _______ day of __________, 20____, by:

____________________________________________
Signature

____________________________________________
Typed / Printed name

____________________________________________
Title

____________________________________________
Company / Firm
ATTACHMENT C  SHALL BE READ, SIGNED, AND RETURNED

Certificate of Compliance with Executive Order 11246 (as amended)

[ ] For Contracts/ Subcontracts in excess of $10,000

[ ] For Contracts in excess of $50,000 or Contractors with over 50 employees

During the performance of this contract, the Vendor agrees as follows:

(1) The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Vendor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The Vendor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers’ representative of the contractor’s commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Vendor shall comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Vendor shall furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Vendor’s noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Vendor shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions shall be binding upon each subcontractor or vendor. The Vendor shall take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.” [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

By signature below, I / we agree (check the box that is appropriate, date and sign):

[ ] to comply with the terms of Executive Order 11246 for the purposes of the solicitation to which this is appended. Or,

[ ] that I/we (said organization) is already in substantial compliance with Executive Order 11246.

Witness my hand this ________day of ___________, 20____.

_____________________________
Signature

_____________________________
Print Name
**ATTACHMENT D**
Completed W- 9 shall accompany the Vendor proposal. Blank document can be found at the following link:

http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp