

**REQUEST FOR PROPOSALS
SOUTHERN OREGON UNIVERSITY
CASCADE KITCHEN DEMOLITION & EQUIPMENT SALVAGE**

INTRODUCTION:

Southern Oregon University (SOU) requests proposals from qualified contractors to supply labor and equipment to remove kitchen equipment and fixtures and to perform selective demolition at the Cascade Hall Kitchen – Dining facility.

SOU is opening a new Kitchen-Dining building this summer and the existing Cascade facility must be completely cleared out so the building can be repurposed for academic uses. Equipment and fixtures to be removed include gas ovens, convection ovens, warming ovens, pizza ovens, grills, cooktops, reach-ins, walk-in coolers and freezers, a large conveyor dishwasher, mixers, steam kettles, serving wells, exhaust hoods, stainless sinks & counters, and much, much more.

SOU intends to enter into a single contract to perform all equipment removal and selective demolition as indicated in the RFP documents.

WORK SCOPE:

This project includes two work phases:

Phase I

- Remove loose equipment and stored materials from approximately 6,000 square feet of basement storage area
- Equipment to be retained by Owner will be clearly labeled and segregated from the materials to be removed by Contractor at the mandatory pre-bid meeting.
- **Phase I work to be completed between August 5, 2013 and August 9, 2013**

Phase II

- Remove equipment, fixtures and designated casework from approximately 12,000 square feet of ground floor space (see attached drawing for work area limits)
- Small wares, rolling racks and portable countertop equipment are excluded from the Contractor's work scope
- Items owned by vendors (Pepsi machines, milk dispensers, coffee & tea dispensers, some refrigerated cases, and other miscellaneous items) will be labeled as "Vendor Owned" at the mandatory bidder walk through and will be excluded from the Contractor's work scope.
- Equipment to be retained by Owner include (3) refrigerated wells, (3) 4'-0" stainless work tables and miscellaneous storage racks. These items will be labeled as "Owner Salvage" at the mandatory bidder walk through and are excluded from the Contractor's work scope.
- **Phase II work is currently scheduled to be completed September 23-27.**

General Requirements

- All equipment, fixtures, casework and materials designated to be removed will become property of the Contractor and shall be legally disposed of off the Owner's property.

- Contractors will **not** be permitted to offer items “For Sale” at the work site.
- Items that are “hard-wired” into the existing electrical system must be disconnected by an Oregon licensed electrician. Electrical lock out, tag out and safe-off procedures must conform to OR-OSHA and generally accepted industry safety standards.
- *Disconnect plumbing & HVAC, in coordination with SOU Facilities, Management and Planning dept.*
- All refrigerants must be properly evacuated and recycled by qualified technicians in compliance with Oregon Department of Environmental Quality (DEQ) regulations.
- Contractor to leave all floors “broom clean” at completion of the work.

Safety Requirements

- The Contractor shall comply with all SOU Environmental Health & Safety policies and requirements.
- Contractor shall comply with all OR-OSHA requirements.

PROJECT TIME LINE:

June 24, 2013	RFP Release Date
July 1, 2013	Mandatory Pre-bid Meeting for Interested Firms at 2:00 PM. Meet in the Cascade Dining Lobby
July 3, 2013	Written Questions due from Proposers by 12:00 PM
July 3, 2013	Owner's Written Response to Questions by 5:00 PM
July 11, 2013	Proposals Due by 4:00 P.M.
July 12, 2013	SOU Review of Proposals and Notice of Intent-to-Award
August 5, 2013	Phase I start date
September 23, 2013	Tentative Phase II start date
September 27, 2013	Project completion

SUBMITTAL REQUIREMENTS:

Submit your proposal on the Company’s standard proposal form signed by an officer of the company. Break down the Phase I and Phase II costs on your proposal. Clearly differentiate between “Payments to be **made to** SOU by Contractor” and “Cost to be **paid by** SOU to Contractor” on your proposal.

Submit proposals to Southern Oregon University, c/o Drew Gilliland, Director, Facilities Management & Planning, 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on July 11, 2013**. Proposals may be emailed to: <mailto:gilliland@sou.edu>

PROPOSAL EVALUATION:

SOU intends to award a contract to the lowest responsive bidder.

BOLI REQUIREMENTS:

This project is not subject to Oregon Bureau of Labor & Industries (BOLI) wage rates unless the total project cost exceeds \$50,000.

INSURANCE REQUIREMENTS:

Contractor shall provide the following coverages and deliver an insurance certificate to SOU prior to the start of work:

Builder's Risk Insurance

Not required for this project.

Liability Insurance

Commercial General Liability: \$1,000,000 per occurrence, \$1,000,000 aggregate.

Automobile Liability: \$1,000,000 combined single limit.

Workman's Compensation Insurance

Provide coverages mandated under Oregon Worker's Compensation Law (ORS 656.017)

LICENSURE REQUIREMENTS:

All contractors performing work on site must be currently licensed per State of Oregon and City of Ashland requirements.

PAYMENT PROCEDURES:

SOU will release payments per the conditions of the Personal Services Agreement. SOU will retain 5% retainage until final acceptance of the Work. Allow 3 weeks for check processing by SOU.

CONTRACT FORM:

Form of agreement between SOU and the Contractor will be SOU's standard personal services agreement form (sample attached).

QUESTIONS FROM PROPOSERS

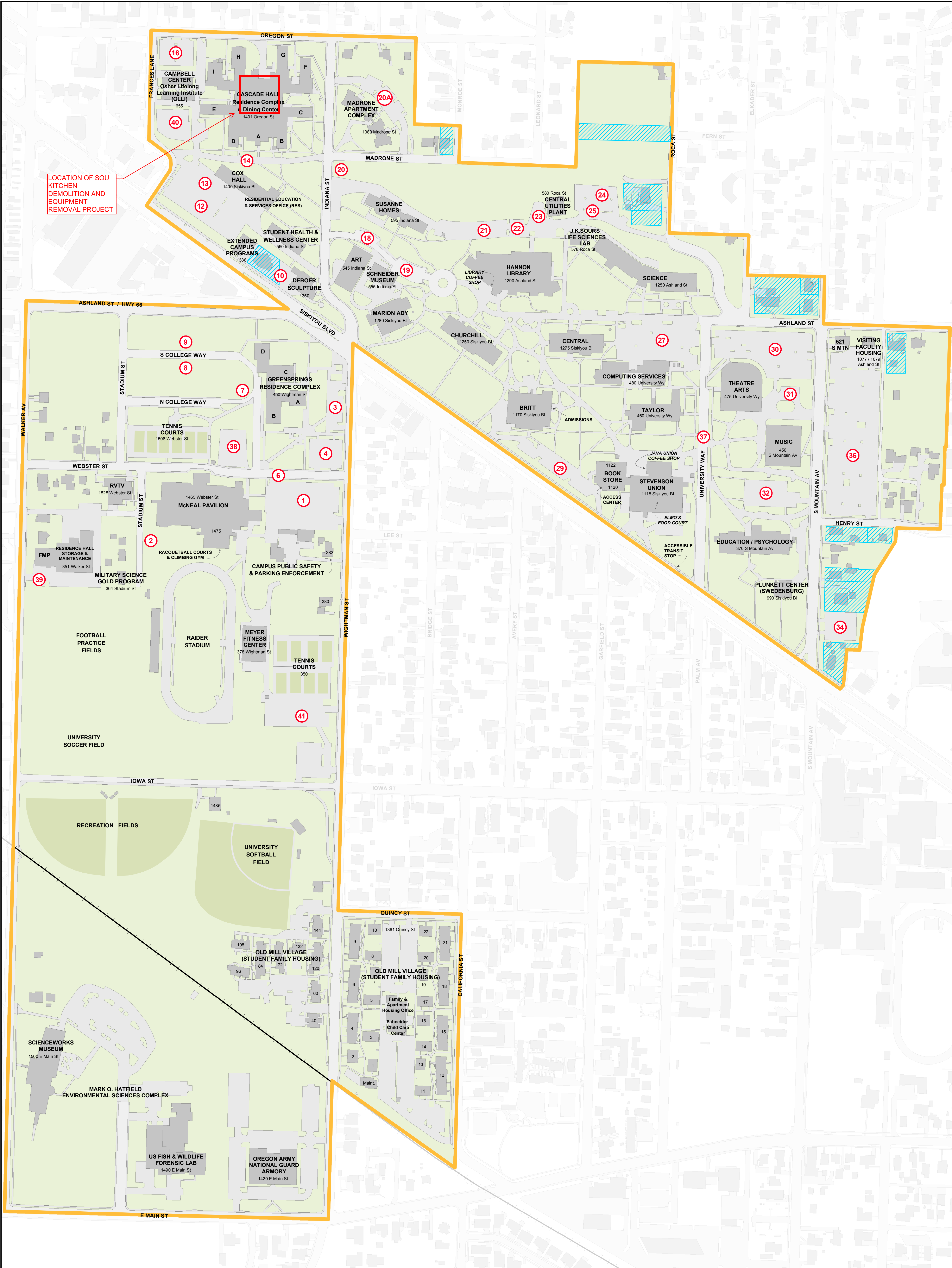
Questions or requests for clarification from Proposers regarding this Request for Proposals shall be directed to Jim McNamara, Project Manager, 351 Walker Avenue, Ashland, OR 97520. Phone: 541-552-6888. E-mail: <mailto:mcnamaraj@sou.edu> by 12:00 PM July 3, 2013. Any change or modification to the procurement process will be in the form of an addendum to this RFP. Addenda, if required, will be emailed to all registered bidders on July 3, 2013 by 5:00 PM.

End of RFP

Enclosures:

Map and Drawings

Sample SOU Personal Services Agreement



BUSINESS SERVICES - PROCUREMENT AND CONTRACTING

1250 Siskiyou Blvd, Ashland, Oregon 97520
 T 541-552-6574 | F 541-552-6573

Personal/Professional Services Contract
For Services Under \$25,000

<p>The State of Oregon, acting by and through the State Board of Higher Education, on behalf of Southern Oregon University, hereinafter referred to as Institution.</p>	Contract/Invoice Number: _____
<p align="center"><i>This Invoice Cannot Be Used to Pay Institution Employees or Non-resident Aliens</i></p> Payee/Contractor Name: _____ US Social Security No./Tax ID No.: _____ Address 1: _____ Address 2: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-resident US Citizen <input type="checkbox"/> Resident Alien	Department Name: _____ Prepared By: _____ Preparer's Phone Number: _____ <p align="center"><small>Note: Contract must be delivered to Business Services, and approved, PRIOR TO the first day services are to commence.</small></p>

Description of Goods or Services to be Performed:

Begin Date: _____ End date: _____ Payment \$ _____ Expenses (if applicable): \$ _____

CERTIFICATION: I am not an OUS employee. I am an independent contractor, and I understand the tax and legal implications of this particular payment (including expenses) to be reported on form 1099 at the end of the calendar year. Oregon State Board of Higher Education Standard Procurement Terms and Conditions, as on reverse page, apply. By my signature hereon I so agree.

Signature of Payee _____ Date _____

Payment Information

Index Code	Account Code	Activity Code	Payment Amount
	24599		
	24599		
	24599		
Department Approval / Date		Business Services Approval / Date	

BUSINESS SERVICES - PROCUREMENT AND CONTRACTING

1250 Siskiyou Blvd, Ashland, Oregon 97520
T 541-552-6574 | F 541-552-6573

Personal/Professional Services Contract **For Services Under \$25,000** **OREGON UNIVERSITY SYSTEM / SOUTHERN OREGON UNIVERSITY** **STANDARD TERMS AND CONDITIONS**

By entering into this Contract, Contractor, under penalties of perjury, affirms that:

- a. Contractor has provided the correct taxpayer ID number to the Oregon State Institution of Higher Education ("Institution"). A social security number or taxpayer ID is requested pursuant to ORS 305.385 and OAR 150-305-100 and will be used for administration of state, federal and local laws;
- b. Contractor is an independent contractor as defined in ORS 670.600;
- c. As provided in ORS 305.385(6), to the best of Contractor's knowledge, Contractor is not in violation of any of the tax laws described in ORS 305.380(4); and
- d. Contractor is not employed by the Oregon State Institution of Higher Education.
- e. If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor certifies that it has provided to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this contract.

Contractor agrees to the following provisions:

ACCESS TO RECORDS. Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of the Contract. The Institution, Oregon Secretary of State, Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for three years from the date of the completion of work unless a shorter period is authorized in writing. Contractor is responsible for any audit discrepancies involving deviation from the terms of the Contract and for any commitments or expenditures in excess of amounts authorized by Institution.

COMPLIANCE WITH APPLICABLE LAW. Contractor affirms that Contractor has complied with all federal, state, county, and local laws, ordinances, and regulations

applicable to the work to be done under the Contract. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in the Contract; pay all contributions or amounts due its workers' compensation insurer incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against the state on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

DUAL PAYMENT. Contractor shall not be compensated for work performed under the Contract from any other entity of the State of Oregon.

GOVERNING LAW. The Contract shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, or suit between Institution and Contractor that arises out of or relates to performance of the Contract shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

INDEMNITY, RESPONSIBILITY FOR DAMAGES. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work, or from any act, omission, or neglect of Contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless the State of Oregon, the Institution, and their officers, agents, employees, and members from all claims, suits, and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees.

OWNERSHIP OF WORK PRODUCT. All work products or any form of property originated or prepared by Contractor in performance of this Contract are the exclusive property of Institution.

WORKERS' COMPENSATION INSURANCE. Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires said employers to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out of State employers must provide Oregon workers' compensation coverage for their workers who work in Oregon. Contractors who perform the work without the assistance or labor of any employee need not obtain such coverage. Contractor shall require proof of such workers' compensation coverage by receiving and keeping on file a certificate of insurance from each subcontractor or anyone else directly employed by either the Contractor or subcontractor.

TIME IS OF THE ESSENCE. Unless otherwise stated, Contractor agrees that time is of the essence under this Contract.

WAIVER. The failure of Institution to enforce any of these terms shall not constitute a waiver by Institution of any term.

INSURANCE. Contractor shall maintain in full force at its own expense, automobile liability insurance with a combined single limit of not less than required by the Oregon Financial Responsibility Law (ORS 806.060) and any other type and amount of coverage required in the Scope of Work.

EXECUTION AND COUNTERPARTS. This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

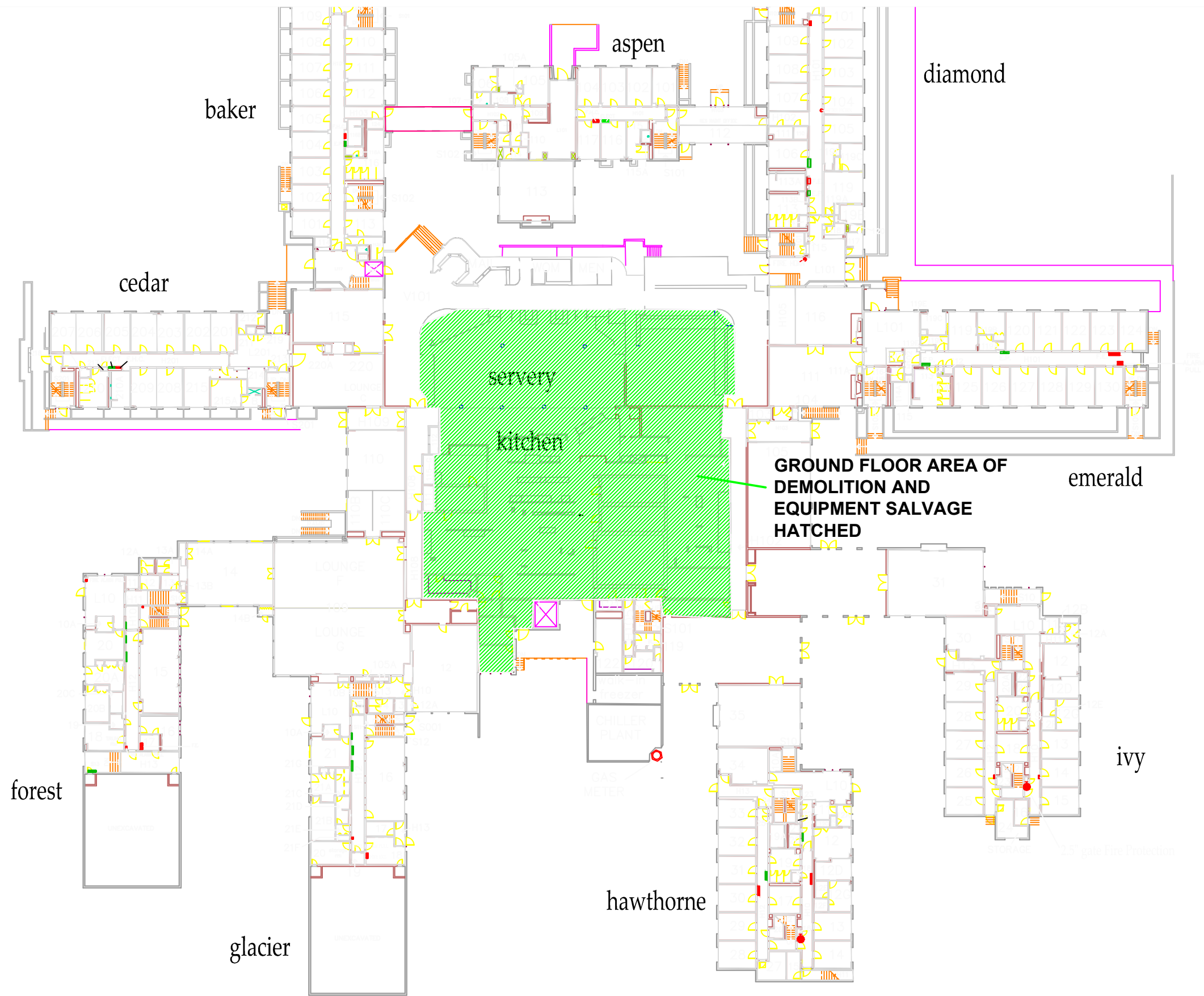
TERMINATION. This Contract may be terminated by Institution, for any reason, following 30 days notice to Contractor or immediately upon notice in the event of breach of contract by Contractor.

CONTRACTOR SIGNATURE: _____ (Acceptance of terms herein)

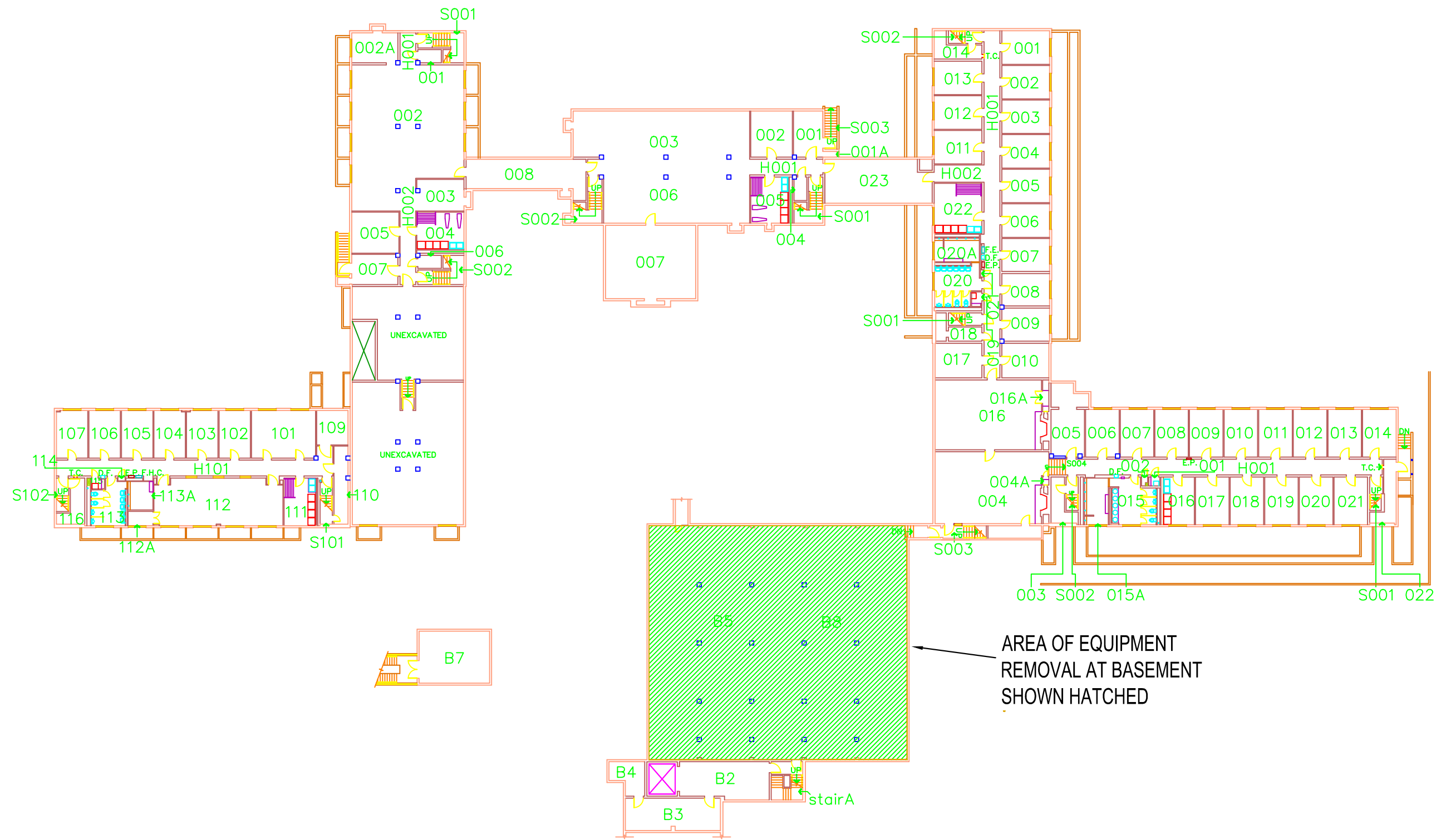








CASCADE COMPLEX GROUND LEVEL



CASCADE BASEMENT LEVEL

