



| Request for Proposal/Bid 25-012<br>Administrative Office Restroom Remodel                                   |                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFP/Bid Issued:                                                                                             | <b>11/13/2025</b>                                                                                                                                                                              |
| A mandatory pre-proposal meeting will be held on the site on <b>Wednesday, November 19, 2025</b> at 9:00am. |                                                                                                                                                                                                |
| Question/clarification deadline:                                                                            | Questions due by noon on <b>Friday, November 21, 2025</b> . Clarifications due <b>Monday, December 1, 2025</b> .                                                                               |
| <b>Proposals/Bids Due:</b>                                                                                  | <b>Noon on Thursday, December 4, 2025</b>                                                                                                                                                      |
| Buyer:                                                                                                      | Linda Burgess<br>Purchasing Specialist<br>Business Office, Jewell Building<br>Kansas City Kansas Community College<br>7250 State Avenue, Kansas City Kansas 66112<br>Email: lburgess@kckcc.edu |

## FORM A

### RESPONDENT ACKNOWLEDGEMENT

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

**Respondent is REQUIRED to complete, sign, and return this form with their submittal.**

|                |                           |
|----------------|---------------------------|
| Company Name   | Authorized Person (Print) |
|                |                           |
| Address        | Signature                 |
|                |                           |
| City/State/Zip | Title                     |
|                |                           |
| Phone #        | Date                      |
|                |                           |
| Fax #          | Tax ID #                  |
|                |                           |
| Email Address  |                           |

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## **RFP INFORMATION, INSTRUCTIONS, FORMS**

**REQUEST FOR PROPOSALS NO. (insert new number).**

### **PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE**

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center. In total, KCKCC serves about 8,000 students per year.

The stated mission of KCKCC is “Inspire individuals and enrich our community one student at a time.”

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A. Must submit one (1) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. A pdf of the proposal should be emailed to [lburgess@kckcc.edu](mailto:lburgess@kckcc.edu). Paper copies should be delivered or mailed to 7250 State Avenue, Kansas City, KS 66112, Attention: Linda Burgess, Purchasing Specialist, Business Office.
- B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
- C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
- D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 25-012**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.
- F. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
- H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**
- I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
- J. In all cases, no verbal communication will override written communication and only written communications are binding.
- K. The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or no

## SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

- A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.
- B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.
- C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.
- D. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.
- E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required, as evidenced by the submittal and the ability of the respondent to deliver services as requested.
- F. **Fee Proposal.** Selection will be made based upon the most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm that has the capability and experience in all aspects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

## SECTION 3: PROPOSAL SUBMITTALS

### Bid/Proposal Format

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP. **FORM A.**
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages).
3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work.
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart and resumes as appropriate. If there are trades that will not be self-performed, provide a list of all subcontractors that will be a part of your project team.

5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements. The task-oriented timeline shall contain at a minimum the following milestones from the Notice to Proceed: Commencement of Construction Activities; Overall Duration of Construction; Disruptions to Access or Utilities; and access to the Technology Room. Mobilization for and commencement of on-site construction activities can begin as soon as Thursday, December 18, 2025, to align with the school closure between fall and spring semesters.
6. Warranty – Acknowledge warranty requirements indicated within the General Conditions.
7. Insurance & Bonds – Acknowledge insurance and bonding requirements indicated within the General Conditions and the ability to secure coverage as indicated.
8. Security Deposit and Consent of Surety: Refer to General Conditions for additional details. Bid bond and consent of surety shall be submitted with the Bid.
9. Fee Proposal – Provide a price proposal with a fixed price/lump sum amount for the project based on the scope of services outlined in this RFP. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements.

**FORM B.**

## **SCOPE OF SERVICES**

### **SECTION 1: INTRODUCTION TO PROJECT**

Kansas City Kansas Community College (KCKCC) extends an invitation to qualified firms with the necessary resources and experience to submit bids to remodel the existing Administrative restrooms and janitor's closet as outlined in this RFP.

### **SECTION 2: SCOPE OF WORK**

The College has engaged WSKF Architects to provide Drawings and Specifications, including Mechanical, Electrical, and Plumbing (MEP) design by PKMR Engineers, for the remodel of the existing Administrative Restroom. The remodel will be similar in scope and finish quality to the recently completed Centennial Hall restrooms.

The work includes reconfiguring the existing restroom and adjacent janitor's closet within their current overall footprint, and installing new finishes, fixtures, and equipment as indicated in the contract documents.

The intent of the project is to limit disturbance to areas outside the existing restroom and janitor's closet. The scope includes removing a portion of the existing sanitary drain line and associated pump serving the break room sink. The remaining sanitary drain line will be reconnected to the existing line serving the restroom plumbing fixtures.

This work, along with any required reconfiguration of mechanical, electrical, and plumbing systems, represents the only scope extending beyond the restroom and janitor's closet footprint. All work outside these spaces shall be performed in a manner that minimizes impact to adjacent building elements. Any damage to elements indicated to remain shall be repaired to like-new condition at no additional cost to the Owner.

The Contractor shall make every reasonable effort to review and discuss concerns with the Owner and Architect prior to bidding. Any concerns identified after bidding shall be immediately communicated to the Owner and Architect for resolution before proceeding with the work.

The Contractor shall coordinate closely with KCKCC on scheduling. The Owner's preference is that as much work as possible be completed during the scheduled school closure between fall and spring semesters to minimize disruption to campus operations.

The Contractor shall submit shop drawings and product data for all items identified in the specifications for review and approval prior to installation.

### **SECTION 3: CONTRACTOR RESPONSIBILITIES**

- a) Provide Performance and Payment bonds in the amount of the agreed upon price prior to notice to proceed with construction.
- b) Provide and manage construction schedule.
- c) Ensure construction is in accordance with local building codes, all applicable state, federal, and local laws, and construction best practices.
- d) Schedule and conduct weekly progress meetings.
- e) Provide warranty information for components of the repair.
- f) Provide Bid Security of a sum no less than 5 percent of the Bid Amount.

## GENERAL CONTRACT TERMS AND CONDITIONS

### SECTION 1: GENERAL TERMS

- A. Governing Law.** A standard contract document will be negotiated once the successful respondent(s) have been selected. Per state statute, Form DA-146a is required, and the State of Kansas will be the governing law.
- B. Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- C. Submittal.** The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**
- D. Warranty.** The agreement shall include the project schedule and acceptance of the final product. Respondent will provide a minimum 12-month warranty period on the signs and workmanship. This excludes normal wear and tear.
- E. Insurance.** While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

| <u>Type of Coverage</u>         | <u>Limits of Liability</u>                           |
|---------------------------------|------------------------------------------------------|
| Workers' Compensation           | Statutory                                            |
| Employers' Liability            | \$500,000                                            |
| Comprehensive General Liability | \$1,000,000 per occurrence,<br>\$2,000,000 aggregate |
| Automobile Liability            | \$1,000,000 per occurrence,<br>\$2,000,000 aggregate |
| Umbrella                        | \$2,000,000                                          |
| Professional Liability          | \$1,000,000 per claim                                |

- F. Bonding.** Upon Notice of Award, the respondent shall provide to the Owner Bid, Performance, and Payment Bonds for the Work within seven days.

Bids shall be accompanied by a security deposit in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount. Bid Bond shall be endorsed in the name of the Owner as obligated, signed by the principal (Contractor) and surety. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder. Include the cost of bid security in the Bid Amount.

- G. Acceptance.** This offer shall be open to acceptance and is irrevocable for sixty days from the bid closing date. If this bid is accepted by Owner within the time period state above, the respondent agrees to execute the Agreement and furnish the required bonds within seven days of receipt of Notice of Award.

If this bid is accepted within the time stated and the respondent fails to commence the Work or the respondent fails to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of respondent failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event that the respondent's bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**H. Equal Employment Opportunity Clause.**

Respondent hereby agrees to the following provisions:

**1. No Discrimination**

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

**2. Posting Non-Discrimination Notices**

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

**3. No Retaliation**

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

**4. Noncompliance**

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

## 5. **Subcontractors**

The respondent will include the nondiscrimination provisions herein 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 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

## 6. **Secretary of Labor Compliance**

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- G. Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.
- H. Smoke and Tobacco-Free College.** The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at College locations.
- I. Sales Tax Exemption.** The College is exempt from sales tax, and it should be excluded from all proposals.
- J. Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- K.** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.
- L. Procurement of Recovered Materials Clause.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- M. Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**

**N. Cleaning.** The worksite shall be maintained free of waste materials, debris, and rubbish. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other enclosed or remote spaces before enclosing the space. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust. Collect and remove waste materials, debris, and trash/rubbish from site daily and dispose off-site in a legal manner. Do not burn or bury.

Contractor shall provide comprehensive cleaning of the Work area after final acceptance and prior to Owner occupancy. Clean all equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

## PRICING FORM B – Submit with Proposal

| Division                             | Price     |
|--------------------------------------|-----------|
| 01 – General Requirements            | \$        |
| 02 – Existing Conditions             | \$        |
| 03 – Concrete                        | \$        |
| 04 – Masonry                         | \$        |
| 05 – Metals                          | \$        |
| 06 – Wood, Plastics and Composites   | \$        |
| 07 – Thermal and Moisture Protection | \$        |
| 08 – Openings                        | \$        |
| 09 – Finishes                        | \$        |
| 10 – Specialties                     | \$        |
| 11 – Equipment                       | \$        |
| 12 – Furnishings                     | \$        |
| 13 – Special Construction            | \$        |
| 14 – Conveying Equipment             | \$        |
| 20 – Facility Services               | \$        |
| 21 – Fire Suppression                | \$        |
| 22 – Plumbing                        | \$        |
| 23 – HVAC                            | \$        |
| 25 – Integrated Automation           | \$        |
| 26 – Electrical                      | \$        |
| 27 – Communication                   | \$        |
| 28 – Electronic Safety and Security  | \$        |
|                                      |           |
| <b>Total</b>                         | <b>\$</b> |

Addenda: The respondent confirms that the above pricing form has been completed based on the original bid documents dated: \_\_\_\_\_. Additionally, the modifications to the Bid Documents noted below have been considered and all costs are included in the above pricing form.

1. Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_
2. Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_
3. Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_
4. Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_
5. Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Respondent Name: \_\_\_\_\_