



GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhan

Accredited by the
Western Association of
Schools and Colleges

December 1, 2014

**Request for Quotation No: GCC-RFQ-15-001
Campus-wide Elevator Services**

SCOPE OF WORK

The Contractor shall provide all labor, material, equipment and incidentals required to provide a comprehensive inspection & report of all GCC elevators located within Buildings A, 900, 1000, 3000, 4000, 5000 and 6000. The Contractor shall make application for, process, pay all charges, and obtain all documentation, work permits and clearances as may be required prior to commencing work on this contract. The Contractor shall provide copies of all documentation(s) to the Owner when requested.

Please see the Scope of Work below. The Contractor will be afforded the opportunity to inspect the project site with a representative of the Guam Community College. Each interested Contractor shall submit a written quotation for the performance of the work.

Basis of Award: Most responsive 1st, and then lowest- priced 2nd (i.e., complete delivery without technical or administrative exceptions, etc.)

Submissions: Itemized pricing & schedule of values are to be submitted to include (a) a project narrative and timeline of project which describes how the contractor will complete the project from start to finish, and (b) a copy of their current business license or contractor's license which expires June 30, 2015.

Completion: Every 6-months, as minimally required by Agencies having jurisdiction.

The Price Quotation, itemized pricing, brochures/descriptive literature & schedule of values shall be submitted in original, plus one copy, in a sealed envelope and delivered to the Materials Management Office, Room 2105 Student Services & Administration Bldg.2000, Guam Community College, **no later than 5:00 p.m., Monday, December 15, 2014.**

GENERAL SCOPE OF WORKS / REQUIREMENTS:

1. Participants' are to provide a comprehensive inspection & report of all GCC elevators:
 - on a semi-annual basis / as minimally-required by Agencies having jurisdiction (e.g., DPW, GFD, etc.),
 - located within Buildings A, 900, 1000, 3000, 4000, 5000 & 6000,
 - which (at a minimum) explicitly lists all component elements and its current operational status,
 - its requirements to comply with governing codes,
 - a ROM of SOWs, cost estimates &/ cost proposal ...
 - ✓ which defines the repairs necessary to return same elements back into code compliance,
 - ✓ for same Firm (and its partners) to carry-out the repair works,
 - ✓ for the GCC's reserved right either to Sole Source award of the defined repairs to same Firm, or to issue an independent tender to assure obtainment of the '..lowest, responsive..' pricing;
2. Participants are to provide approved-operational permits for all GCC elevators ...
 - on a timely basis as defined by regulatory Agencies having jurisdiction,
 - including all administrative & technical activities necessary toward its end;
3. Participants are to provide a detailed breakdown of their labor, material & overhead schedule of values ...
 - for the above-mentioned services,
 - for use in the event of additional tasks not already included,
4. Participants shall conduct a holistic assessment of this turnkey project, and shall provide a submission that includes all of the component elements for complete, compliant operation (i.e., "turnkey is achieved when the vendor "delivers" a completed project, as provided in the scope of work, that is accepted by and ready for GCC's immediate use);
5. Participants shall provide technical documentation, brochures, etc. as is necessary for the GCC to thoroughly review & explicitly approve;
6. Participants shall obtain the requisite licensing, permits, clearances, approvals, etc. from Agencies having jurisdiction;
7. Participants shall take all precautions to assure that the GCC's population remain out of harm's way throughout this project; and
8. Participants shall contact Larry Perez @ 482.7373 for detailed discussions & site visits.

GENERAL STRUCTURAL NOTES:

1. The contractor shall visit the project site prior to quoting to determine the exact nature and extent of work required.
2. The Contractor shall comply with the lien provisions of the Government Code of Guam. The Contractor shall make such submittals to the owner, record required documents, provide releases, publish such notices, post surety bonds as required and take other actions within stipulated time frames for full compliance with the law.
3. The Contractor is required to obtain and pay for costs of testing and/or inspection services resulting from Contract or Code Required Testing/Inspection. The Contractor shall also pay for testing and/or inspection and other fair costs, if any, incurred which directly resulted from the testing/inspection requirements of non-conforming work.

4. The Contractor shall correct defective work to meet Contract requirements. He/She shall pay for all subsequent costs including, but not limited to, further testing as may be required by the Owner. Requests for additional time will generally not be considered if resulting from correction of defective work.
5. To the greatest extent possible, through reasonable controls and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging, or otherwise deleterious exposures during the construction period.
6. Any reference in this Request for Quotation to manufacturer's Brand Names and Number is due to lack of a satisfactory specification of commodity description. Such reference is intended to be descriptive, but not restrictive and for the sole purpose of indicating to prospective contractors a description of the item or services that will be satisfactory. Quotes on comparable items will be considered provided the contractor clearly states in his quote the exact articles he is offering and how it differs from the original specifications.
7. Contractor shall take every precaution necessary to conform to all safety requirements. Contractor shall also take every precaution to minimize exposure of construction debris, dust, paint over-spray, etc., to furniture, equipment and other fixtures, to students, personnel or visitors within the vicinity of the work site.
8. The time for completion is every 6 months, from date of issue of GCC's Purchase Order, inclusive of material lead-time.
9. Warranty: One (1) year covering on all materials and labor, and post the GCC's explicit acceptance;
10. Contractors interested in submitting quotations shall make arrangements for site inspections with Mr. Larry Perez, Facilities Engineer Administrator at 482.7373; and
11. Quotations must be submitted in a sealed envelope to the Materials Management Office (1st floor), Room 2105 in Building 2000.