

*Murray State College*

**Request for Proposal For  
Murray State College Ardmore Walking Trail  
Pavement Project**

## **Instruction to Bidders**

### **Invitation to Bid**

Murray State College invites your firm to submit a proposal in accordance with this (RFP). Your response to this request will be evaluated to determine your qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration.

### **Scope of Project**

The purpose of this project is to pave with asphalt a portion of the walking trails at the Murray State College Ardmore campus (Exhibit 1). The project consists of paving approximately 2300 linear foot of trail that is 6-ft wide. Approximately 500 feet of trail will need to be cleared and install base stone and compact. Approximately 1800 feet will only need to be paved.

### **Proposal Contact**

Any questions concerning this RFP and all correspondence must be submitted in writing to the following contact:

Justin Cellum, Vice President of Business Affairs

1 Murray Campus, Tishomingo, OK 73460

[jcellum@mscok.edu](mailto:jcellum@mscok.edu)

(580) 387-7211

Questions may *not* be submitted by telephone. All questions must be submitted in writing to the email address listed above, include contactors name, address and or email address.

Questions from RFP participants will be shared with all known proposers via Email. All questions must be submitted 72 hours prior to proposal due date and time.

All proposers are instructed not to contact any member of the management or staff member other than the contact person indicated above. Any such contact in violation of this requirement will be cause for rejection of your proposal.

## **Submission of Proposals**

In order for your proposal to be considered all information requested must be submitted on the attached bid forms.

Required Submittals:

- 1.** Proposal
- 2.** Proof of Insurance
- 3.** Three References
- 4.** Copy of Licenses

All proposals must be submitted by **October 10, 2023 by 10:00am**

Proposals must be received at 1 Murray Campus, Tishomingo, OK 73460 by the indicated time and date. Proposals can also be submitted via email to [jcellum@mscok.edu](mailto:jcellum@mscok.edu). Any proposals received after this date and time will not be considered.

## **Contractor Information**

Murray State College may request additional information, samples or presentations in support of your proposal. Murray State College may perform an interview with contractors under consideration to clarify any information provided or to gather evidence of managerial financial or technical abilities.

## **Cancellation**

Murray State College reserves the right to reject any and all proposals; request new proposals which meet the general specifications set forth and waive any informality. It also reserves the right to award the proposal in any manner that serves the best interest of Murray State College.

## **Site Visits**

Before submitting a proposal, contractors are encouraged to thoroughly examine all facilities and fully understand the conditions that in any way could affect their proposal. Failure to do so will in no way relieve the contractor from satisfactory performance under the proposal submitted.

## **Scope of Work**

1. Install 6' wide by approximately 2300 linear feet of paved asphalt trail (Phase I)
2. Clear and excavate 6' of trail and install base and compact for approximately 500 linear feet. (Phase II)
3. Install 3-1/2" asphalt topping
4. Total amount of asphalt should be 3" after compaction
5. Slopes may not exceed 2% at any portion of the trail (contractor must verify slopes)
6. Sides of trail must be fine graded before the completion of the project.
7. Excess soil can be used for berming sides of the trail or piled in designated spot.

**\*\*\*Can bid Phase I & Phase II together or separate.**

## **Minimum Requirements of Proposers**

1. Has at least 3 acceptable references of similar size and scope
2. Has a minimum of (3) years in business
3. Possess the insurance minimums as outlined herein
4. Possesses any license required to perform under the proposal.

## **Insurance Requirements**

Throughout the term of this agreement the Contractor shall maintain at its expense and provide proof of coverage to Murray State College. Said insurance shall be secured from a company licensed to do business in the locale of the services being provided. Such insurance shall be in the amounts stated below:

1. Workers Compensation Insurance in the amounts required by Oklahoma law.
2. General Liability insurance in the minimum amount of \$1,000,000 per occurrence during the life of this contract.
3. Automobile Liability Insurance Commercial Automobile liability insurance with a

minimum coverage of \$1,000,000 per occurrence.

Proof of insurance: contractor shall provide a certificate of insurance from a company licensed to do business in the state of Oklahoma indicating coverage is in place. The insurance certificate must be provided at the time the proposal is submitted.

### **Payments**

Contractors shall submit an invoice to Murray State College at the completion of the project. Murray State College will provide payment within 45 days of receipt of invoice from contractor.

### **Project Conditions**

In order for the contractor to perform and complete the project Murray State College must cooperate by providing the contractor with access to work areas and any needed staging as required.

# EXHIBIT 1

## Ard more Campus Walking Trail Development

PHASE 1

PHASE 2

