



April 14, 2026

CALL FOR BIDS

Western Wyoming Community College District, State of Wyoming, Rock Springs, will accept sealed bids for the Classrooms Remodel Project.

Bid forms must be used – included at the end of this document and available from Administrative Services.

A **mandatory** prospective contractor meeting will be held 2:00 p.m., May 1, 2026, at Western Wyoming Community College, 2500 College Drive. Please meet by the Pendulum.

Bids must be received no later than **2:00 p.m., Tuesday, May 19, 2026**. Administration will present their recommendation to the Board of Trustees at their regular meeting in June 2026.

We appreciate your bid.

Sincerely,

Sidse Reyman

Western Wyoming Community College
Fixed Assets and Procurement Coordinator

**Instructions to Bidders for
Atrium Glass Replacement Project:**

1. The Western Wyoming Community College District, State of Wyoming, Rock Springs, Wyoming, will accept sealed bids for the Classrooms Remodel Project, depending on the response and prices. Sealed bids will be received by the College until 2:00 p.m., Tuesday, May 19, 2026.
2. **A MANDATORY prospective contractor meeting will be held at Western Wyoming Community College 2500 College Drive, on May 1, 2026, at 2:00 p.m. Please meet by the Pendulum.**
3. The attached bid form must be used. It is the bidder's responsibility to see that all bids are received on time. Bids may be mailed or delivered to Business Office, Western Wyoming Community College, 2500 College Drive E-460, Rock Springs, Wyoming 82901 or emailed to procurement@westernwyoming.edu.

The face of the envelope or email subject line must be labeled, "Classrooms Remodel Project" so that mail/emails will not be opened until the bid due date and time.

4. Bidders are expected to examine the specifications, schedule of delivery, and all instructions; failure to do so will be at the bidder's risk. Bidders are reminded that the Board of Trustees must apply the in-state bid differential as provided by Wyoming Statutes 16-6-101 to 16-6-107, and that they are subject to all provisions of Wyoming law. Specifically, "preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by the competitors outside of the state" (WS 16-6-106).
5. Wyoming Law, "requiring that Wyoming labor be used except other laborers may be used when Wyoming laborers are not available for the employment from within the state or are not qualified to perform the work involved. A person required to employ Wyoming laborers may employ other than Wyoming laborers if: (i) That person informs the nearest state workforce center of his employment needs at least eleven (11) days before work is commenced; and (ii) The state workforce center certifies that the person's need for laborers cannot be filled from those Wyoming laborers listed with the Wyoming department of workforce services. The department shall respond to a person's request for certification within ten (10) days of the date the information is filed (Wyoming Preference Act of 1971; WS 16-6-203).

6. A Bid Bond is required in the amount of five percent (5%) of base bid, including alternates, made payable to Western Wyoming Community College. Checks shall be either a certified or cashier's check. Western Wyoming Community College may retain bid bond of bidders to whom award is being considered until either (a) contract has been executed, or (b) specified time has elapsed so that bid is not binding, or (c) bid has been rejected. If bidder refuses to enter into contract or fails to furnish all required attachments properly executed, the amount of bid security shall be forfeited to WWCC as liquidated damages, not as penalty.
 7. A contract will be awarded to the responsible bidder, whose bid, conforming to the Call for Bids, will be the most advantageous to Western Wyoming Community College District, price and other factors considered.
 8. The bid price shall be exclusive of any Federal and/or State Taxes from which Western Wyoming Community College is exempt; the Exemption Certificate of Registry number will be furnished when required.
 9. Brochures and/or specifications shall be submitted which specify the type, style, etc., of the equipment bid. The bidder must explain all variation(s) to the bid specifications by including the spec sheet(s) with notes with the bid form.
 10. These bids will be opened Tuesday, May 19, 2026, at 1:00 p.m. by the Administration of Western Wyoming Community College District, publicly read and recorded. The Administration will present a recommendation to the Board of Trustees at their regular meeting in June 2026.
 11. Bid price is to be calculated as FOB Western Wyoming Community College, Rock Springs, Wyoming, to include all delivery/shipping/freight costs to 2500 College Drive, Rock Springs, WY 82901.
 12. All bids shall be valid for sixty (60) days from the date bids are opened.
 13. The Western Wyoming Community College District reserves the right to accept the bid that will be the most satisfactory to the College. The College also reserves the right to reject any or all bids, and to waive informalities in bids received.
 14. As a prerequisite to executing the contract, the Contractor shall furnish a Performance and Payment Bond in an amount equal to 100% of the value of the work.
 15. As a prerequisite to executing the contract, the Contractor shall furnish a Certificate of Insurance indicating the Contractor has a broad form comprehensive general liability
- WESTERN WYOMING COMMUNITY COLLEGE: Maintenance Parking Lot (South Lot) Reconstruction

insurance policy and a comprehensive automobile liability insurance policy to protect him from claims, which may arise out of or result from the Contractor's operations under the contract. The limits shall be \$1,000,000 for bodily injury and property damage for both "each occurrence" and "aggregate" and the College shall be listed as an additional insured.

16. As a prerequisite to executing the contract, the Contractor shall furnish Certificates of Good Standing provided by both: 1). The State of Wyoming Worker's Safety and, 2). Compensation and Unemployment Insurance Division indicating the Contractor has up-to-date accounts.
17. Progress payments will be allowed. Up to ninety-five percent (95%) of the contractual amount shall be paid at the completion of the project. The remaining five percent (5%) of the contractual amount shall be paid, less any contested amount upon completion of 41-day advertising as required by Wyoming law.
18. The Administration hereby reserves the right to approve as an equal, or to reject as not being an equal; any article the bidder proposes to furnish which contains major or minor variations from specification requirements, but which may comply therewith.
19. All lights, reflectors, hydraulics, etc., are to be furnished as required by all Federal Safety Standard Codes and/or the Wyoming Safety Codes, whether specifically mentioned or not in the specifications, provided effective date of such requirement is on or before the date of manufacture.
20. The equipment shall receive engineer installation, be fully assembled, serviced and ready to operate at delivery or acceptance. Proper operation shall be demonstrated at the time of delivery or acceptance.
21. Equipment operation/maintenance manuals and warranty paperwork are to be delivered with each unit.
22. For additional information concerning the attached specifications or the bidding process, please contact the Procurement Office, (307) 382-1615 or procurement@westernwyoming.edu.
23. Western Wyoming Community College is an Equal Opportunity Employer.

Classroom 1330/1406 Project Scope

- Sheetrock repair and prepare sheetrock for paint
- Paint all walls, trim and doors (1/2 inside exposure on trim and doors) with paint and locations specified below
- Remove and replace ceiling tile and Tee track and replace with 24"x24" Tee-track ceiling grid system
- 24"x24" Drop in LED lights
- Add dimmer switch to room lighting circuit
- Remove all receptacles, escutcheons and face plates and replace after painting. Replace with existing colors if damaged in process
- Protect thresholds, HVAC equipment and all devices from overspray or contamination
- Provide backing or securing mounts for technology enhancements
- Work with Facility Resource and IT offices for collaborative installations

Room 1330

Approximately 1,221 square feet (contractor field verify)

16-LED lights positioned symmetrically for even lumen distribution

No door paint wood door finish to remain

Door trim and window casing and trim painted grey

Remove and replace chalkboards with white boards in existing chalkboard locations. Proposed white board replacements at head of room location may be deleted. This determination will be made at contractor walk-through.

Room 1406

Approximately 819 square feet

Remove and replace chalkboards with white boards in existing chalkboard locations. Proposed white board replacements at head of room location may be deleted. This determination will be made at contractor walk-through.

Install 10-24"x 24" LED lights positioned symmetrically for even lumen distribution

Wood door to remain natural finish

Window trim and door trim to remain existing color

Existing brick wall not to be painted, protect brick and mortar from overspray and soiling

Remove and replace cork board

Repair cracks in CMU wall before painting

Paint Wiremold same color as wall

Install cover plate over hole clock currently occupies

Notes:

Remove and dispose all spoils and metal off site (dumpsters and methodology is the contractor's responsibility)

Protect carpet, base, doors, furnishings and all other existing interior components which are not subject to improvements from soiling and contamination

Protect or remove all fire suppression, life safety detection devices during project

Clean, repaint or replace HVAC diffusers (see HVAC specifications) and grills to match ceiling Tee bar color and the 24"x24" dimension pattern.

Remove all shelving, brackets and fasteners, re-paint, reinstall

Remove and replace or protect existing window treatments from soiling or destruction

Remove all chalkboards and replace with new white boards in the same location

Coordination:

weekly meetings or as needed meetings with:

- IT office to remove Wi-Fi hot spots in ceilings, cover plates, cable access and all other technology related items
- Western's Facility Department

Access control and site conditions

Contractor shall maintain safe and secure site for employees, faculty, patrons and students at all times.

Hazards shall be secured and mitigated to insure a safe environment at all times.

Contractor, sub-contractors and employees will comply with college code of conduct at all times.

Parking and access will be coordinated with college Facilities Department

Paint:

White: Benjamin Moore, Scuff X, PM 2 White, Satin.

Grey: Benjamin Moore, Scuff X, City Scape Grey, Semi-Gloss

Contractor field validate paints for color match

Ceiling:

Provide all hardware, 12 Gauge Hanger Wire, and all other applicable components to comply with UBC and local administrative authority for suspended ceilings

Panels (tile) Armstrong Fire Guard 915 2'X2' or industry equivalent

Armstrong, Prelude Fireguard 15/16" white Bianco Ceiling Grid or industry equivalent

Remove and replace sprinkler head escutcheons, replace damaged pieces

Electrical

Add dimmer switch: Leviton DSL06-1LZ White, or industry equivalent

Add 110V/120V receptacle for IT upgrade at head of room for new technology. Location will be identified at contractor walk-through

HVAC

24"x 24" diffuser grills: Havaco Tec model: E436E or industry equivalent. Contractor field verify duct size to match or industry equivalent

Return air and flush mount grills, prefer to replace with new if appropriate sizes are available

If sizes of new product are not available clean and paint to match color of new ceiling Tee-bar.

Contractor to coordinate with LONGS Controls for thermostats and HVAC sensors for removal and replacement if necessary.

Contractor will provide dust and airborne particle and noxious odors containment and controls.

All specifications must be field verified by contractor for accuracy

Whiteboards/Dry Erase

MyWhiteboards.com 4'x 8' OptiMA Great White Magnetic Whiteboard SKU: GR-GE-408 With marker tray. Or industry equivalent

WESTERN WYOMING COMMUNITY COLLEGE: Maintenance Parking Lot (South Lot) Reconstruction

WESTERN WYOMING COMMUNITY COLLEGE
Rock Springs, WY

BID SHEET

Classrooms Remodel Project

The undersigned is familiar with the bid documents and is thoroughly familiar with all general and local conditions, which could in any way affect this work. Contractor shall be the General from start to finish on this project.

NOTE: Lineal feet and square feet estimates used in the bid specifications are for bidding purposes only. The Contractor is responsible for measuring and will verify with the College Representative prior to the start of the Project.

PROJECT

Classrooms Remodel Project

BID AMOUNT

\$_____

CONTRACTOR:

Name of Company (Please type or print)

Address

City, State, Zip

Telephone Number

NAME OF STATE OF INCORPORATION: _____

(If Incorporated) **** Provide Certificate of Residency if applicable**

Authorized Signature

Date _____

Title _____